

1987

Annual Report 1985-1987

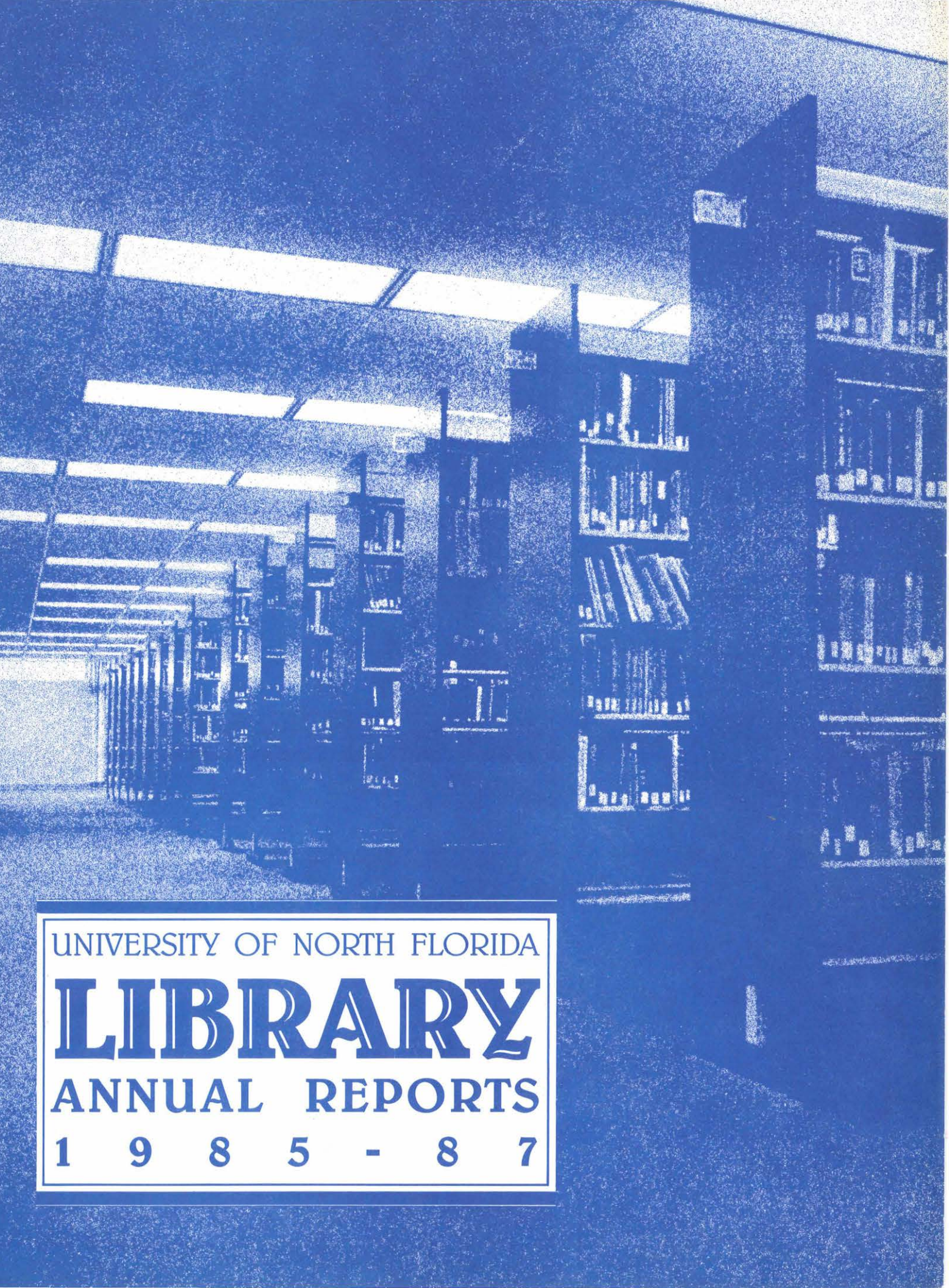
Thomas G. Carpenter Library

Follow this and additional works at: https://digitalcommons.unf.edu/library_reports

Suggested Citation

Thomas G. Carpenter Library, "Annual Report 1985-1987" (1987). *Library Annual Reports*. 6.
https://digitalcommons.unf.edu/library_reports/6

This Text is brought to you for free and open access
by the Thomas G. Carpenter Library at UNF Digital
Commons. It has been accepted for inclusion in
Library Annual Reports by an authorized administrator
of UNF Digital Commons. For more information,
please contact [Digital Projects](#).
© 1987 All Rights Reserved



UNIVERSITY OF NORTH FLORIDA

LIBRARY

ANNUAL REPORTS

1 9 8 5 - 8 7

University of North Florida
LIBRARY
ANNUAL REPORTS
1985 - 87

by
Andrew Farkas
Director of Libraries

Jacksonville, Florida 1988

TABLE OF CONTENTS

1985-86 ANNUAL REPORT

***** TEXTS *****

Introduction.....	1
Technical Services Division.....	10
Acquisitions Department.....	14
Serials Department.....	23
Cataloging Department.....	27
Public Services Division and General Administration.....	31
Operations/Systems Division.....	36
Circulation Department.....	37
Library Systems.....	39
Library Operation.....	40
Reference and Information Department.....	49
Media Resources Center.....	51
Government Documents Department.....	55
Library Advisory Committee (see 1986-87).....	123
Library Staff.....	60
Library Displays.....	62

***** CHARTS *****

Library Budgets 1980-86.....	6
Library Budget as % of Total Univ. E&G Budget 1980-86.....	6
Materials Expenditures 1980-86.....	7
Summary Volume/Piece Inventory 1980-86.....	8
Resources Budget Disbursements 1985-86.....	16
Volume/Piece Inventory by Type of Material 1985-86.....	17
Title Inventory by Type of Material 1985-86.....	18
Volume/Piece Inventory by Library Collection 1985-86.....	19
Title Inventory by Library Collection 1985-86.....	21
Serials Department 1985-86.....	25
Cataloging Activity by Classification.....	29
Circulation Department - Summary Statistics 1985-86.....	42
Circulation Dept. - Circulation Analysis by LC Class.....	43
Circulation Dept. - Circulation Analysis by Patron Type....	46
Reference Department - Workload Statistics (see 1986-87)..	116
Media Resources Center - Statistics 1985-86.....	52
Government Documents Department - Statistics 1985-86.....	57
Table of Organization.....	58

T A B L E O F C O N T E N T S

1986-87 ANNUAL REPORT

***** TEXTS *****

Introduction.....	65
Technical Services Division.....	74
Acquisitions Department.....	78
Serials Department.....	87
Cataloging Department.....	92
Public Services Division and General Administration.....	96
Operations/Systems Division.....	99
Circulation Department.....	99
Library Operations.....	103
Library Systems.....	105
Reference and Information Department.....	115
Media Resources Center.....	117
Government Documents Department.....	121
Library Advisory Committee.....	123
Library Staff.....	124
Library Displays.....	126

***** CHARTS *****

Library Budgets 1981-87.....	70
Library Budget as % of Total Univ. E&G Budget 1981-87.....	70
Materials Expenditures 1981-87.....	71
Summary Volume/Piece Inventory 1981-87.....	72
Resources Budget Disbursements 1986-87.....	80
Volume/Piece Inventory by Type of Material 1986-87.....	81
Title Inventory by Type of Material 1986-87.....	82
Volume/Piece Inventory by Library Collection 1986-87.....	83
Title Inventory by Library Collection 1986-87.....	85
Serials Department 1986-87.....	89
Cataloging Activity by Classification.....	94
Circulation Department - Summary Statistics 1986-87.....	108
Circulation Dept. - Circulation Analysis by LC Class.....	109
Circulation Dept. - Circulation Analysis by Patron Type.....	112
Reference Department - Workload Statistics 1976-87.....	116
Media Resources Center - Statistics 1986-87.....	119
Government Documents Department - Statistics 1983-87.....	122

1985-86

I N T R O D U C T I O N

The state of the Library continues to improve!

It is noted with great satisfaction that, for the most part, this annual report recounts accomplishments and significant progress made in fiscal year 1985-86. The majority of problems that now confront the Library stem from daily operation and continue to be resolved in a satisfactory and creative manner.

Heading the list of favorable developments is the fact that the Library's resources budget continued the recently established upward trend. Although the 6.75% increase, from \$603,546 to \$644,296 was considerably less than the dramatic 42% leap of the previous year, it is reassuring that after many years of fiscal uncertainties and fluctuating budgets, library funding seems to be on a steady rise. In the absence of a reversal in Florida's economy, this trend is expected to continue. It enables the State University System (SUS) libraries to plan ahead, set realistic collection development objectives, and attain them in the course of a steady growth, without detrimental budgetary setbacks.

For the tenth year, the number of permanent positions remained constant. There were no library faculty resignations, however, staff turnover among university support personnel system (USPS) employees increased. A partial cause for this was the fact that four Library Technical Assistants have earned a Master of Library Science degree through the extension program of the School of Library and Information Studies of Florida State University in Tallahassee. Because the Library did not have new or vacant professional positions, these graduates looked for employment elsewhere. An important part of their education was acquired on the job, at this library, and it is unfortunate that through their resignation the services of valuable and trained staff has been lost. They are wished well at the outset of their professional career. (The four employees are identified elsewhere in this report.)

Exit interviews with other departing USPS employees show that the main reason for voluntary resignations is low pay. Staff retention remains a major concern and should be given the attention it deserves. Under the present pay plan, the best employees leave the university for comparable jobs that often pay 20-30% more. This has significant implications for the Library: it accelerates the traditional cycle of recruitment, hiring and training, which has a negative effect on productivity, in terms of work units and the provision of services. The previous Annual Report observed that the Library, which has evolved into a multi-technological information center, must provide intensive training to develop a sophisticated, computer-literate staff proficient in the use of new technologies. Library personnel must learn complex instructions, and later on, changes and enhancements, in order to stay abreast with developments of the field. The resignation of trained employees with a sophisticated specialty can partially paralyze certain sections, particularly because minimal staffing does not permit the training of backup personnel.

The librarian of the 1980s is considerably more than the guardian and disseminator of preserved knowledge. He or she is responsive to the technological advances of the time, and must be a versatile, broadly trained information specialist, a person skilled in the identification, storage, access, retrieval and distribution of factual information, regardless of source, location, or format. In addition, librarians working in an academic setting have always been part of the educational process, providing instruction either on a one-on-one basis, in a classroom setting, or in the form of group tours.

Although the job contents of librarians are different from that of the teaching faculty, in recognition of their role as educators the Board of Regents made librarians a part of general faculty. At the same time, inclusion with the general faculty does not accord librarians two important faculty privileges: tenure and sabbatical leaves. In lieu of the latter library faculty members are eligible for professional developmental leave.

The fifth and last revision of the Library's Acquisitions Policy dated from 1978. It was a well-drafted, concise document that satisfactorily served the purpose of providing collection development guidelines for the duration. However, by the mid-1980s it became apparent that with the increasing complexity of collection building and the concomittant obligation to satisfy constantly growing and diverse needs, it was time to revise, update and expand this single most important policy statement of the Library. Work on a new policy was begun this year involving the entire professional staff. Under the direction of Assistant Director Ruth Jackson, each member of the professional staff was assigned the recording of policies in his/her areas of responsibility. The document progressed through four revisions and is now on its way towards completion. It has been expanded from two pages of its predecessor to seventeen, reflecting the extent of the Library's growth in five years and the trend among university libraries to develop instruments for collection management to replace the more general acquisitions policies. The final draft of the policy will be prepared by Dr. Jackson and then presented to the appropriate administrative authorities and the faculty association for final approval during the next fiscal year.

The Florida Center for Library Automation (FCLA) continues to successfully discharge its mission and it functions to the satisfaction of its constituents. The FCLA Board held monthly meetings throughout the year and laid the operational groundwork for the Center. The first five year plan, a detailed timetable of objectives, was prepared for the current and successive fiscal years by Director Jim Corey, and approved by the Board. By general consensus the primary objective is an online catalog for all the nine SUS libraries, and it is anticipated that this goal will be accomplished within 12-18 months. The Florida legislature allocated adequate funding to FCLA, and the operating capital outlay (OCO) allocation was adequate to acquire the necessary start-up contingency of computer hardware and related furniture for all nine libraries.

FCLA funds also allowed each SUS library to acquire a Scanmaster. This device allows online telefacsimile transmission of documents to the other campuses. The Library has been using this equipment to transmit urgent correspondence and interlibrary loan material, and it has proven a great convenience on numerous occasions.

Another utility acquired with FCLA funds is access to Research Library Group (RLIN) database. The initial experience with RLIN has been disappointing for the UNF library. The explanation for minimal use is simple: OCLC/Solinet makes this database redundant for current and recent materials. Furthermore, the nature of reference and bibliographic activities and service demands at this institution obviate the need for the real value of this utility: online access to bibliographic data of scarce and highly specialized materials.

As it has been noted in last year's annual report, the vendor of the Library's automated circulation system, C.L. Systems Inc. (CLSI), failed to deliver all parts of its contract with the University. This necessitated extensive written and telephone communication between CLSI and university personnel and, eventually, a meeting in Jacksonville between officers of the company, Board of Regents legal representatives, and the Library administration, in an attempt to resolve the conflict. When all efforts at an amicable solution failed, the institution had no other alternative but to declare the contract in default and call the performance bond. This put in motion a sequence of events which is expected to be concluded within a year.

During the year the Library went through brief periods of theft and mutilations. Several offenders were apprehended by the campus police. In an article that appeared in the Spinnaker, the UNF campus newspaper, the Library made once more its periodic public plea to its users to respect library property.

The policy that had been introduced a year ago to streamline Duval County students' access to this library was reinforced by a new mailing to school principals. As no staff time can be devoted to the de facto enforcement of this policy, its provisions are observed - or ignored - on a voluntary basis on the part of the students.

The Duval County School System recognizes its best students each year by nominating them as the Superintendent's 100 scholars. To encourage these talented youngsters in their educational pursuits, the Thomas G. Carpenter Library now extends them borrowers' privileges from the time they receive this designation until they graduate. The experience to date has been rewarding for both the students and the Library.

The sophistication of record keeping in the Circulation Department made possible the tracking of library borrowing by patron categories. The statistics of the last two years have revealed that 10% and 11% of non-UNF borrowers holding courtesy cards have been responsible for 18% and 14% of all library circulation, respectively. The state does not recognize this workload and allocates no fiscal support for its provision. In view of static staffing, coupled with declining Other Personnel Service (OPS) funding, this substantial unfunded workload could no longer be ignored and treated as part of standard services. It obliged the Library to introduce a \$25 annual fee for all courtesy cards issued to eligible borrowers. With a remarkably small exception, the initial reaction of the affected persons was on the whole positive, especially when the staff or the Director was given an opportunity to explain what necessitated the imposition of a fee. The accumulated money is used to partially defray the expenditure of OPS personnel. This revenue, in fact, enabled us to balance the 1985-86 OPS account.

In 1981, one of our friends donated to the Library through the UNF Foundation a large collection of books. In accordance with the donor's wishes the Library retained large sets that were useful for the collection, and offered the rest for sale. Although there is a low demand for the highly sophisticated reprint material that constitute this gift, a New York vendor with over thirty years' experience in the field has been able to market portions of it. Proceeds from the sales are deposited in the Friends of the Library account. This fund, which also holds cash donations from various private donors, has enabled the Library to acquire some badly needed microcomputers, printers, and other enhancements. Thanks to this source of money, word processing is now available in every library department, and it has greatly facilitated secretarial work, bookkeeping, maintenance of statistics, and other functions.

As a gesture of recognition and an expression of the Library's gratitude to its benefactors, a commemorative plaque was installed in 1984 to acknowledge the cash contributions of donors toward the purchase of automation equipment. It is recorded with pride that 66% of the names - individual and corporate - shown on that plaque are those of UNF librarians. While it is a strong statement on part of the staff and an indication that they identify with their place of work, we wish that the group of outside donors were larger.

Concurrently with the demise of the Jacksonville Council of Interinstitutional Planning (CIP), library representatives of the four Jacksonville institutions of higher learning convened to develop an ILL network/consortium for the interinstitutional sharing and delivery of media, modeled on the Miami-Dade Junior College experience. The objective was to share the costly audio-visual software that each library has in its collection. Funding for the proposal has been sought, but not awarded.

In the course of the year, the university's Program Review Committee reviewed and evaluated both the Library and the Library Science program. The twelve-member committee, chaired by Dr. Kevin H. Horn, stated that "the activities of the Library are centrally related to the mission of the University. Indeed, the University could not conceivably operate without the Library." The committee's four concerns and recommendations were that (1) library operating hours be increased with increased personnel resources; (2) library staff be increased "to ease chronic understaffing;" (3) non-book OCO be increased to replace outdated and worn equipment; and (4) the resources budget be "increased in preparation for the addition of new academic programs (Engineering, etc.)." The Library Science Program was found satisfactory as is and the committee recommended that it be continued.

A word of thanks is due to the members of the Program Review Committee, as much for their conscientious and hard work as for the astuteness of their perception. Implementing all four recommendations would enable this library and its staff to realize their full potential and provide outstanding service to the patrons. Cognizant of the fiscal restraints imposed upon the institution at Board level, we are confident that the University Administration will act upon these recommendations when it will be in a position to do so.

Following the resignation of Provost and Vice President for Academic Affairs William C. Merwin, Associate Vice President Gary Fane held the position for one year on an interim basis. We thank Dr. Fane for his excellent support, and we

welcome Provost and Vice President John W. Bardo in the hope that the Library has gained in him a new friend.

The advances made this year in collection development, automation, and other areas give us renewed hope that we can look forward to another successful year. Our ambition remains to provide the best possible service to our patrons with the available resources, and it appears that the Thomas G. Carpenter Library is well on its way to accomplishing that goal.

Andrew Farkas
Director of Libraries

**UNIVERSITY OF NORTH FLORIDA LIBRARY
LIBRARY BUDGETS 1980-1986**

	1980-81	1981-82	1982-83	1983-84	1984-85	1985-86
TOTAL LIBRARY BUDGET	\$1,271,593	\$1,151,959	\$1,114,549	\$1,195,668	\$1,506,849	\$1,567,152
PERSONNEL						
LINE ITEM	\$583,802	\$632,810	\$671,422	\$664,809	\$799,932	\$818,236
OPS	\$57,684	\$74,118	\$55,324	\$54,222	\$61,500	\$56,545
TOTAL	\$641,486	\$706,928	\$726,746	\$719,031	\$861,432	\$874,781
% OF BUDGET	50.45	61.37	65.21	60.14	57.17	55.82
OPERATING EXPENSE	\$48,510	\$42,023	\$43,570	\$52,030	\$65,123	\$57,411 (1)
% OF BUDGET	3.81	3.65	3.91	4.35	4.32	3.66
EQUIPMENT (OCO)	\$9,355	\$0	\$0	\$0	\$1,537	\$185
% OF BUDGET	0.74	0.00	0.00	0.00	0.10	0.01
BOOKS & RESOURCES	\$572,242	\$403,008	\$344,233	\$424,607	\$578,757	\$634,775
% OF BUDGET	45.00	34.98	30.89	35.51	38.41	40.51

(1) Of which \$13,596 was spent from "Book OCO."

LIBRARY BUDGET AS PERCENTAGE OF TOTAL UNIVERSITY E & G BUDGET 1980-1986

	1980-81	1981-82	1982-83	1983-84	1984-85	1985-86
TOTAL LIBRARY BUDGET	\$1,271,593	\$1,151,959	\$1,114,549	\$1,195,668	\$1,506,849	\$1,567,152
UNIVERSITY E & G BUDGET	\$14,254,796	\$16,203,995	\$16,503,060	\$17,625,896	\$20,131,445	\$21,468,153
% OF E & G BUDGET REPRESENTED BY LIBRARY	8.92	7.11	6.75	6.78	7.49	7.30

UNIVERSITY OF NORTH FLORIDA LIBRARY
Summary Volume/Piece Inventory
1980/81-1985/86

TEXTUAL MATERIALS:	HELD					HELD
	6/30/81	6/30/82	6/30/83	6/30/84	6/30/85	6/30/86
1. HARD COPY, EYE-READABLE						
a. Monographs and Serials	254,875	266,689	274,118	283,212	297,525	313,563
b. Music Scores	3,756	3,874	4,182	4,383	4,423	4,472
c. Annual Reports	15,076	15,508	15,508	15,508	12,736	11,143
d. College Catalogs	957	957	957	957	957	957
e. Government Documents	82,590	90,741	97,195	103,438	107,892	113,064
	<u>357,254</u>	<u>377,769</u>	<u>391,960</u>	<u>407,498</u>	<u>423,533</u>	<u>443,199</u>
2. MICROFICHE PIECES						
a. Monographs and Serials	5,475	5,498	5,830	6,545	10,222	16,581
b. Music Scores	486	486	486	486	486	486
c. Annual Reports	8,472	49,779	51,798	55,074	58,089	60,409
d. College Catalogs	3,622	3,622	3,622	3,622	4,840	2,935
e. ERIC & Newsbank	280,753	303,416	321,612	342,078	363,805	379,736
f. Government Documents	91,852	125,928	134,629	141,340	144,710	186,288
	<u>390,660</u>	<u>488,729</u>	<u>517,977</u>	<u>549,145</u>	<u>582,152</u>	<u>646,435</u>
3. MICROFILM REELS						
a. Monographs and Serials	14,920	15,605	15,970	16,545	17,038	17,571
b. Government Documents	1,241	1,269	1,287	1,295	1,302	1,302
	<u>16,161</u>	<u>16,874</u>	<u>17,257</u>	<u>17,840</u>	<u>18,340</u>	<u>18,873</u>
NON-TEXTUAL MATERIALS:						
1. CARTOGRAPHIC MATERIALS						
a. Maps	3,917	4,369	4,576	4,743	5,037	5,120
2. AUDIOVISUAL MATERIALS						
a. Audiocassettes	1,065	1,078	1,105	1,145	1,151	966
b. Audio Reels	12	12	12	12	11	0
c. Cards	9	11	11	11	11	11
d. Charts	13	12	12	13	13	12
e. Film Loops	363	363	363	363	363	363
f. Filmstrips	1,272	1,279	1,288	1,313	1,351	1,282
g. Games	9	9	9	9	9	9
h. Kits	505	538	542	544	544	544
i. Motion Pictures	538	546	546	539	540	552
j. Pictures/Portraits	2,522	4,232	4,677	4,677	4,853	4,969
k. Posters	42	42	42	42	42	42
l. Record Albums	5,615	5,695	5,701	6,329	6,310	6,475
m. Slides, Art	19,166	19,264	19,278	19,398	19,417	19,632
n. Slide Sets	583	590	609	619	622	624
o. Transparencies	152	152	152	149	136	0
p. Videocassettes	492	497	512	550	607	674
q. Video Reels	6	6	7	7	7	0
	<u>32,364</u>	<u>34,326</u>	<u>34,866</u>	<u>35,720</u>	<u>35,987</u>	<u>36,155</u>

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department
Materials Expenditures 1980-1986

MATERIALS:	1980-1981	% OF	1981-1982	% OF	1982-1983
CONTINUATIONS		TOTAL		TOTAL	
NEWSPAPERS	\$3,388.97	0.59	\$3,706.79	0.92	\$3,607.05
SERVICES	\$21,098.30	3.69	\$23,793.87	5.90	\$26,102.96
STANDING ORDERS	\$23,414.26	4.09	\$25,009.38	6.21	\$24,016.24
SUBSCRIPTIONS	\$143,458.08	25.07	\$133,549.93	33.14	\$126,872.62
SUBS-MICROFORM	\$20,124.60	3.52	\$22,797.50	5.66	\$25,313.12
SUBTOTAL	\$211,484.21	36.96	\$208,857.47	51.82	\$205,911.99
MATERIALS:					
NON-CONTINUATIONS					
AUDIO-VISUAL	\$39,503.29	6.90	\$11,048.65	2.74	\$1,822.60
BACKFILES	\$12,872.36	2.25	\$1,275.37	0.32	\$2,994.75
BACKFILES-MICRO	\$35,487.29	6.20	\$27,884.98	6.92	\$501.00
BOOKS-APPROVAL	\$113,657.02	19.86	\$52,577.50	13.05	\$32,970.81
BOOKS-ORDERED	\$93,481.74	16.34	\$31,231.18	7.75	\$21,990.27
CURRICULUM	\$6,944.65	1.21	\$2,937.35	0.73	\$239.09
DOCUMENTS	NA	0.00	\$3,475.00	0.86	\$175.00
MISCELLANEOUS	\$9,485.96	1.66	\$5,045.55	1.25	\$1,622.19
SUBTOTAL	\$311,432.31	54.42	\$135,475.58	33.62	\$62,315.71
TOTAL EXPENDED					
FOR MATERIALS	\$522,916.52	91.38	\$344,333.05	85.44	\$268,227.70
PROCESSING:					
BINDING-BOOKS	\$1,363.55	0.24	\$758.42	0.19	\$701.61
BINDING-JOURNALS	\$18,158.14	3.17	\$19,848.87	4.93	\$20,262.98
POSTAGE, HANDLNG	\$8,203.43	1.43	\$6,547.41	1.62	\$7,353.04
SOLINET	\$16,793.79	2.93	\$31,520.70	7.82	\$41,311.61
SUPPLIES	\$4,834.00	0.84	\$0.00	0.00	\$5,406.00
SUBTOTAL	\$49,352.91	8.62	\$58,675.40	14.56	\$75,035.24
GRAND TOTAL EXPENDED					
FOR MATERIALS	\$572,269.43	100.00	\$403,008.45	100.00	\$343,262.94

% OF TOTAL	1983-1984	% OF TOTAL	1984-1985	% OF TOTAL	1985-1986	% OF TOTAL
1.05	\$2,906.37	0.68	\$2,933.22	0.51	\$2,898.27	0.46
7.60	\$28,230.07	6.65	\$29,135.15	5.03	\$36,146.62	5.69
7.00	\$28,520.54	6.72	\$30,866.51	5.33	\$32,385.66	5.10
36.96	\$133,656.00	31.48	\$147,453.58	25.48	\$164,094.80	25.85
7.37	\$23,386.10	5.51	\$25,190.10	4.35	\$27,187.77	4.28
<u>59.99</u>	<u>\$216,699.08</u>	<u>51.04</u>	<u>\$235,578.56</u>	<u>40.70</u>	<u>\$262,713.12</u>	<u>41.39</u>

**MATERIALS:
NON-CONTINUATIONS**

0.53	\$22,954.41	5.41	\$23,528.94	4.07	\$24,716.13	3.89
0.87	\$1,273.85	0.30	\$10,325.75	1.78	\$3,630.95	0.57
0.15	\$189.30	0.04	\$5,252.10	0.91	\$3,882.04	0.61
9.61	\$67,015.72	15.78	\$132,660.10	22.92	\$150,757.45	23.75
6.41	\$59,576.76	14.03	\$81,514.46	14.08	\$87,068.08	13.72
0.07	\$1,403.88	0.33	\$1,068.43	0.18	\$1,961.94	0.31
0.05	\$2,799.50	0.66	\$4,877.65	0.84	\$11,519.00	1.81
0.47	\$183.41	0.04	\$1,283.45	0.22	\$5,664.84	0.89
<u>18.15</u>	<u>\$155,396.83</u>	<u>36.60</u>	<u>\$260,510.88</u>	<u>45.01</u>	<u>\$289,200.43</u>	<u>45.56</u>
78.14	\$372,095.91	87.63	\$496,089.44	85.72	\$551,913.55	86.95

PROCESSING:

0.20	\$2,609.64	0.61	\$1,551.43	0.27	\$1,646.04	0.26
5.90	\$22,869.22	5.39	\$18,396.07	3.18	\$18,273.56	2.88
2.14	\$8,568.78	2.02	\$10,754.58	1.86	\$12,405.53	1.95
12.03	\$18,463.83	4.35	\$51,965.58	8.98	\$48,032.28	7.57
1.57	\$0.00	0.00	\$0.00	0.00	\$2,503.64	0.39
<u>21.86</u>	<u>\$52,511.47</u>	<u>12.37</u>	<u>\$82,667.66</u>	<u>14.28</u>	<u>\$82,861.05</u>	<u>13.05</u>
100.00	\$424,607.38	100.00	\$578,757.10	100.00	\$634,774.60	100.00

TECHNICAL SERVICES DIVISION

During the year just concluded, the capabilities of the Technical Services Division were stretched to their limits.

A generous materials budget, major turnover in paraprofessional staff positions, special projects in Cataloging and Serials, and the continuing pressures surrounding the implementation of automated services: all contributed to a very productive but exhausting year. Above all, activities involving the statewide implementation of NOTIS (Northwestern Online Total Information System) continued to dominate the work of the Division.

As reported in last year's Annual Report, by the end of fiscal year 1984-85 NOTIS implementation at UNF had reached a point where it was unclear whether the Library's bibliographic records (MARC records) could be transferred from the present, in-house, CLSI LIBS100 computer system to a NOTIS database system being developed by the Florida Center for Library Automation (FCLA) for the nine State University System Libraries on the mainframe computers of the Northeastern Regional Data Center (NERDC) in Gainesville. CLSI had never provided a capability for copying MARC records to magnetic tape and had only agreed in principle to develop such a capability for UNF at some future date. FCLA already had its hands full with the development of software and with the loading of the more easily accessible bibliographic records of the other participating institutions. (1)

Fiscal year 1985-86 began with the above problem unresolved, and half the year passed with little or no progress being made on the question. For reasons beyond the scope of this discussion, it became obvious that CLSI will remain incapable of providing a solution in a timely manner. Under normal circumstances, it might have been possible to postpone UNF's NOTIS data-load indefinitely; however, other considerations made this course of action unacceptable. In the fall of 1985, FCLA had signed a contract with Blackwell North America (BNA) to process the bibliographic records of each of the nine SUS institutions for authority control. A close schedule had been agreed upon for the delivery of tapes to BNA, and, by the spring of 1986, the deadline was looming for UNF. It became essential to establish a NOTIS database so that tapes could be produced for BNA.

FCLA located and hired an engineering consultant from the University of Florida who had an expertise in the DEC computer hardware used by the Library's CLSI LIBS 100 system. While the solution did not come easily or quickly, a breakthrough was finally achieved, and, during an all-night session on April

1. A detailed explanation is given in this section of the 1984-85 Annual Report regarding the necessity of off-loading the Library's bibliographic records (MARC records) from the LIBS 100 rather than creating a NOTIS database from the archive tapes of cataloging activity from OCLC as was done for the other SUS institutions.

15-16 a "snapshot" was made on tape of each cylinder of a specially prepared disk containing only the Library's MARC records. These tapes were delivered to FCLA for processing, and a preliminary investigation showed them to contain what will probably be usable data.

By the end of the report year, and as of this writing, a NOTIS bibliographic database has still not been created for the University of North Florida Library. While they are expected to eventually yield usable data, it has been discovered that the "snapshot" tapes of the Library's Marc records reflect a peculiar data storage technique used by DEC which will require very careful decryption. While the prognosis is far more optimistic than it was at the same time last year, this particular chapter of the NOTIS implementation story cannot be concluded at present but must await further developments. Fortunately, through some artful maneuvering, FCLA has extended the deadline on which BNA must receive UNF records for authority processing.

Although the data-transfer problem discussed above has added a certain tension to the NOTIS implementation process, it did not impede progress on other aspects of the project during the year. The complicated and lengthy specifications which will control the bibliographic data-loading process (once data is available) were compiled, with the participation of both Technical and Public Services, and forwarded to FCLA for programming. The Cataloging and Serials Departments continued to edit the local MARC database on the LIBS 100 (prior to off-loading,) and several projects were completed to repair identifiable problems in the database. The result of all this effort should be a vastly superior NOTIS database than could have been achieved had it been decided to use the original OCLC archive tapes for data-loading.

Three projects funded directly by the Florida Center for Library Automation were either completed during the year or will be completed during the early months of the coming fiscal year. All three projects concern an effort to convert as much older bibliographic data to machine-readable form as possible. In the first instance, a massive project was undertaken by the Serials Department to convert serials holdings information to the newly defined MARC format for holdings. Using the Southeastern Library Network's LAMBDA system, the Department has already converted holdings data for over 5,000 serial titles. Similar projects are underway at the other SUS institutions, and the goal is to begin loading the information into NOTIS during the coming year. While NOTIS does not yet support the MARC format itself (maintenance will continue via LAMBDA) a NOTIS-compatible display version will be derived from LAMBDA tapes so that library users and staff will have on-line access to serials holdings data.

In a second project, the Cataloging Department added about 1,200 MARC records to the Library's database. Primarily older audio-cassettes and sound discs, these materials are part of the collections of the Media Department which have never been formally cataloged. In a parallel project, the Southeastern Library Network has been contracted to convert about 2,000 government documents records which were bypassed in a similar project two years ago. With these two projects, the Library will have completed the conversion of bibliographic data to machine-readable form for almost all of its collections. The implication is that the vast majority of the Library's resources will now be accessible online, currently through the CLSI LIBS 100 and, in the near future, through NOTIS. Remaining inaccessible through the online systems will be corporate annual reports, sheet maps, manuscripts, and certain other Special Col-

lections material.

Turning to an entirely unrelated topic, the past year saw some major state-wide advances in an area of great importance to the Technical Services: the counting and reporting of library resources. In trying to impose some consistency, and at the recommendation of the libraries' directors, the Board of Regents endorsed the use of a slightly modified version of the ANSI standards for reporting library statistics. (2) While the NISO Standards are not very easy to implement in retrospect (especially for the older and larger institutions), they do impart some credibility and structure to the process of compiling library statistics. An immediate impact of this event has been to regularize the reporting of data which are used to derive the "book budget" allocations for the SUS libraries. Each institution can have some confidence that similar resources are being reported by the other institutions in the same categories.

The presentation of library resource statistics has, for several years, been my principal contribution to this document. The compilation of the data for these presentations is a matter of daily concern for those who work in the Technical Services, and it is an aspect of our responsibilities which requires a balance between the desire for information and the need to keep the process from overwhelming the workflow. Writing in the director's 1978-89 Annual Report, we commented "... data collection, [especially] when accomplished manually, tends not to be a by-product of the activities being measured and tested, but, rather, assumes its own procedural importance and makes proportionate demands on the available man-hours.

Fortunately, in recent years, automation--especially in the form of the microcomputer--has greatly increased the possibilities for labor-saving techniques in the collection of data. In addition, the microcomputer allows the experimental manipulation of the data so that new forms of presentation might be devised which are more informative for the users of that data.

All of the various statistical charts representing the work of the Technical Services Division are now compiled on microcomputer using popular spreadsheet and word-processing programs; furthermore, the vast majority of the data used in these compilations are now collected on microcomputer as the byproduct of other necessary procedures (such as the payment of invoices or the generation of spine labels). As a result of these expanded capabilities, and because of the new standards for counting library resources discussed above, regular readers of these Reports will notice several changes in the statistical presentations for the past year. Principal among these changes is the provision of "cataloging adds" by classification number. Long desired, we have for years resisted the manual compilation of this report as being far too labor-intensive.

Other changes to the statistical reports include a complete re-working of the collection additions by both title and volume ("piece-count") and the development of new summaries of this same information. A guiding principle of the recently adopted NISO Standards is that the tallies of dissimilar materials

2. American national standards for library and information sciences and related publishing practices--library statistics. New York, American National Standards Institute, 1983.

- books, microfiche, and videocassettes - should not be added together, and this dictum has been followed in our new charts. As a consequence, we will no longer be able or required to cite a "grand total" of all library resources, or what we formerly called "total collection strength."

While my preoccupations of the past year are represented in the above comments, other important activities of the Division can be read in the reports of the heads of the constituent departments which immediately follow.

John M. Hein
Head, Technical Services Division

ACQUISITIONS DEPARTMENT

Fiscal year 1985-86 was a very good year for the Library's materials budget. Not only did the Florida Legislature hold to its mandate to maintain an overall minimum funding level of \$12,000,000 for SUS libraries, it actually increased the allocation to \$13,100,000. In addition, apart from a small number of exceptions, legislative language prevented funds from being converted to cover OPS, expense, and OCO needs. While this created some problems, it did result in a significant increase in collection strength.

The current formula funding for library materials has placed UNF at the bottom of the SUS list. Nonetheless, our 1985-86 allocation of \$644,296 was sufficient to cover most of our current needs for books and audiovisual materials and to continue with a long-term project to reduce our current backlog of requests. The general breakdown was as follows: serials & binding, \$282,642; books, \$237,825; cataloging expenses, \$48,032; MERC, \$26,678; government documents, \$11,519; periodical backfiles, \$7,721. The remaining funds covered miscellaneous expenses such as postage and handling charges, circulation system maintenance, computer software, etc.

The majority of books was purchased through an approval program with Ballen Booksellers International, which allows us to receive and review newly published titles in selected disciplines on a weekly basis. In addition, in certain areas we receive computer-generated forms instead of books which also aid in selection. After a choice is made, we simply return the forms to the vendor to trigger shipment. This year we reviewed 6377 titles on the approval program and rejected 365 volumes, resulting in a return rate of 5.7%. The 6012 volumes we kept cost an average of \$25.07. During lean budget years we had accumulated a large backlog of selection slips. This year we were able to order many of those titles through the approval program, thus reducing the time needed for searching, verifying, and order typing.

Our backlog of faculty requests was significantly reduced through the firm order process. We purchased 3675 titles at an average cost of \$23.69/volume, well below the national average of \$31.43/volume. The items purchased included some expensive reference works that had been held back while we tried to strengthen the general collection. The per volume cost was kept low through extensive monitoring of sale catalogs and selective purchases of paperback editions.

Gifts represented a substantial workload this year. Approximately 4500 volumes were received, as compared with 2200 last year, and many are still in the process of being reviewed; we should be finished this fall. Thus far some 900 volumes have been chosen for retention with more to come as the review nears completion. The delay is largely the result of having to give first priority to spending our sizable budget, plus the size and specialized contents of the estate of the late Dr. Ted Reynolds, former UNF art professor.

Several areas were given special attention this year. We continued the long-term project to increase holdings in Language & Literature in support of the Master's program. With the help of Dr. Luque, Mathematics Department liaison, we have started to fill gaps in mathematics to bring that collection up to date. We also worked with Dr. Kenneth Martin to further increase our holdings and purchasing commitment in Computer Sciences as an accrediting team will soon be assessing that program.

As always, one of the main problems facing Acquisitions is dealing with the constraints imposed by the quarterly release system. It forces the bulk of book and audiovisual ordering to occur in the third and fourth quarters of the fiscal year, January through June. The hectic pace during the last half of the fiscal year was intensified when one of our two LTAs received an appointment to a higher-level position in another department. This left a vacant position that could not be filled until February and delayed the start of our heavy order season by over a month. The student assistant position also turned over during that time. Because our staff of one professional, two LTA Is, and one half-time student assistant is responsible for all non-serial ordering, receiving, and accounts payable, in addition to the physical preparation of books for the shelves, the pace was absolutely frantic at times. We were fortunate that the Head of Technical Services reduced our burden in the critical areas of accounts payable and financial reporting by computerizing those records.

We look forward to an increase in budget allocation and computerization next year.

Sheila Mangum
Head, Acquisitions Department

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department
1985-1986 Resources Budget Disbursements

MATERIALS:	FISCAL	% OF TOTAL	% OF TOTAL	\$ CHANGE	% CHANGE	
CONTINUATIONS	YEAR	EXPENDED	EXPENDED ON	FROM	FROM	1984/85
	1985/86		MATERIALS	1984/85	1984/85	
NEWSPAPERS	\$2,898.27	0.45	0.53	(\$34.95)	(1.19)	\$2,933.22
SERVICES	\$36,146.62	5.57	6.55	\$7,011.47	24.07	\$29,135.15
STANDING ORDERS	\$32,385.66	4.99	5.87	\$1,519.15	4.92	\$30,866.51
SUBSCRIPTIONS	\$164,094.80	25.31	29.73	\$16,641.22	11.29	\$147,453.58
SUBS-MICROFORM	\$27,187.77	4.19	4.93	\$1,997.67	7.93	\$25,190.10
SUBTOTAL	\$262,713.12	40.52	47.60	\$27,134.56	11.52	\$235,578.56
MATERIALS:						
NON-CONTINUATIONS						
AUDIO-VISUALS	\$24,716.13	3.81	4.48	\$1,187.19	5.05	\$23,528.94
BACKFILES	\$3,630.95	0.56	0.66	(\$6,694.80)	(64.84)	\$10,325.75
BACKFIL-MICROFORM	\$3,882.04	0.60	0.70	(\$1,370.06)	(26.09)	\$5,252.10
BOOKS-APPROVAL	\$150,757.45	23.25	27.32	\$18,097.35	13.64	\$132,660.10
BOOKS-ORDERED	\$87,068.08	13.43	15.78	\$5,553.62	6.81	\$81,514.46
CURRICULUM	\$1,961.94	0.30	0.36	\$893.51	83.63	\$1,068.43
DOCUMENTS	\$11,519.00	1.78	2.09	\$6,641.35	136.16	\$4,877.65
MISCELLANEOUS	\$5,664.84	0.87	1.03	\$4,381.39	341.38	\$1,283.45
SUBTOTAL	\$289,200.43	44.60	52.40	\$28,689.55	11.01	\$260,510.88
TOTAL MATERIALS	\$551,913.55	85.12	100.00	\$55,824.11	11.25	\$496,089.44
PROCESSING:						
BINDING-BOOKS	\$1,646.04	0.25	NA	\$94.61	6.10	\$1,551.43
BINDING-JOURNALS	\$18,273.56	2.82	NA	(\$122.51)	(0.67)	\$18,396.07
POSTAGE, HANDLING	\$12,405.53	1.91	NA	\$1,650.95	15.35	\$10,754.58
SOLINET	\$48,032.28	7.41	NA	(\$3,933.30)	(7.57)	\$51,965.58
SUPPLIES	\$2,503.64	0.39	NA	\$2,503.64	0.00	\$0.00
SUBTOTAL	\$82,861.05	12.78	NA	\$193.39	0.23	\$82,667.66
TOTAL RESOURCES	\$634,774.60	97.90	NA	\$56,017.50	9.68	\$578,757.10
NON-RESOURCES:						
PERSONNEL	\$0.00	0.00	NA	\$0.00	0.00	\$0.00
EXPENSE, EQUIPMENT	\$13,596.00	2.10	NA	(\$9,651.00)	(41.52)	\$23,247.00
TOTAL NON-RESOURCES	\$13,596.00	2.10	NA	(\$9,651.00)	(41.52)	\$23,247.00
TOTAL EXPENDED	\$648,370.60 *	100.00	NA	\$46,366.50	7.70	\$602,004.10

* Comprises \$644,296 of State allocation in addition to \$4,074.60 recovered from patrons for lost and damaged materials. This total does not include \$1,042.05 contributed by the Institute of Police Traffic Management for the acquisition of specialized journals for IPTM programs.

This year's acquisitions included 6,377 vols. received on approval of which 6,012 were kept and 635 were returned (for a return rate of 5.7%); 3,675 firm orders for monographs, 1,457 curriculum and audio-visual items, and 3,881 gifts of which 884 were added to the collections. Serials acquisitions are reported separately with Serials Dept. statistics.

UNIVERSITY OF NORTH FLORIDA LIBRARY
VOLUME/PIECE Inventory by Type of Material
1985-1986

TEXTUAL MATERIALS:	HELD 7/1/85	ADDED	WITHDRW	HELD 6/30/86
1. HARD COPY, EYE-READABLE				
a. Monographs and Serials	298,731	15,270	438	313,563
b. Music Scores	4,423	49	0	4,472
c. Annual Reports	12,736	0	1,593	11,143
d. College Catalogs	957	0	0	957
e. Government Documents	107,892	12,357	7,185	113,064
	<u>424,739</u>	<u>27,676</u>	<u>9,216</u>	<u>443,199</u>
2. MICROFICHE PIECES				
a. Monographs and Serials	10,199	6,387	28	16,581
b. Music Scores	486	0	0	486
c. Annual Reports	58,089	2,320	0	60,409
d. College Catalogs	4,840	565	2,470	2,935
e. ERIC & Newsbank	363,805	15,931	0	379,736
f. Government Documents	182,390	4,169	271	186,288
	<u>619,809</u>	<u>29,372</u>	<u>2,769</u>	<u>646,435</u>
3. MICROFILM REELS				
a. Monographs and Serials	17,038	534	1	17,571
b. Government Documents	1,302	0	0	1,302
	<u>18,340</u>	<u>534</u>	<u>1</u>	<u>18,873</u>
NON-TEXTUAL MATERIALS:				
1. CARTOGRAPHIC MATERIALS				
a. Maps	5,037	83	0	5,120
2. AUDIOVISUAL MATERIALS				
a. Audiocassettes	1,151	120	305	966
b. Audio Reels	11	0	11	0
c. Cards	11	0	0	11
d. Charts	13	0	1	12
e. Film Loops	363	0	0	363
f. Filmstrips	1,324	10	52	1,282
g. Games	9	0	0	9
h. Kits	544	2	2	544
i. Motion Pictures	540	12	0	552
j. Pictures/Portraits	4,853	116	0	4,969
k. Posters	42	0	0	42
l. Record Albums	6,310	165	0	6,475
m. Slides, Art	19,417	215	0	19,632
n. Slide Sets	621	4	1	624
o. Transparencies	136	0	136	0
p. Videocassettes	607	115	48	674
q. Video Reels	7	0	7	0
	<u>35,959</u>	<u>759</u>	<u>563</u>	<u>36,155</u>

UNIVERSITY OF NORTH FLORIDA LIBRARY
TITLE Inventory by Type of Material
1985-1986

TEXTUAL MATERIALS:	HELD 7/1/85	ADDED	WITHDRW	HELD 6/30/86
1. HARD COPY, EYE-READABLE				
a. Monographs and Serials	214,707	11,847	146	226,408
b. Music Scores	2,544	19	0	2,563
c. Annual Reports*	0	0	0	0
d. College Catalogs*	0	0	0	0
e. Government Documents*	0	0	0	0
	<u>217,251</u>	<u>11,866</u>	<u>146</u>	<u>228,971</u>
2. MICROFICHE				
a. Monographs and Serials+	25	3	0	28
b. Music Scores	3	0	0	3
c. Annual Reports*	0	0	0	0
d. College Catalogs*	0	0	0	0
e. ERIC & Newsbank*	0	0	0	0
f. Government Documents*	0	0	0	0
	<u>28</u>	<u>3</u>	<u>0</u>	<u>31</u>
3. MICROFILM				
a. Monographs and Serials+	127	0	0	127
b. Government Documents*	0	0	0	0
	<u>127</u>	<u>0</u>	<u>0</u>	<u>127</u>
NON-TEXTUAL MATERIALS:				
1. CARTOGRAPHIC MATERIALS				
a. Maps*	0	0	0	0
2. AUDIOVISUAL MATERIALS				
a. Audiocassettes	800	116	305	611
b. Audio Reels	1	0	1	0
c. Cards	11	0	0	11
d. Charts	4	0	1	3
e. Film Loops	31	0	0	31
f. Filmstrips	826	3	40	789
g. Games	8	0	0	8
h. Kits	135	1	1	135
i. Motion Pictures	428	12	0	440
j. Pictures/Portraits*	0	0	0	0
k. Posters	11	0	0	11
m. Slides, Art*	0	0	0	0
n. Slide Sets	373	4	1	376
o. Transparencies	58	0	58	0
p. Videocassettes	519	81	47	553
q. Video Reels	7	0	7	0
	<u>9,495</u>	<u>379</u>	<u>461</u>	<u>9,413</u>

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

UNIVERSITY OF NORTH FLORIDA LIBRARY
VOLUME/PIECE Inventory by Library Collection
1985-1986

	HELD 7/1/85	NET TRNSFRS	ADJUSTED TOTAL	ADDED 1985/86	WITHDRW 1985/86	HELD 6/30/86
ANNUAL REPORTS						
TEXT	12,736	0	12,736	0	1,593	11,143
MICROFICHE	58,089	0	58,089	2,320	0	60,409
BIBLIOGRPHY COLL	885	(3)	882	8	0	890
CATALOGING DEPT	96	3	99	12	4	107
COLLEGE CATALOGS						
TEXT	957	0	957	0	0	957
MICROFICHE	4,840	0	4,840	565	2,470	2,935
CURRICULUM COLL						
AUDIOCASSETTE	45	0	45	0	0	45
CARD	11	0	11	0	0	11
CHART	12	0	12	0	0	12
FILMSTRIP	167	0	167	3	0	170
GAME	9	0	9	0	0	9
KIT	544	0	544	2	2	544
POSTER	42	0	42	0	0	42
REALIA	0	0	0	0	0	0
RECORD	129	0	129	0	0	129
SLIDE SET	4	0	4	0	0	4
TEST	136	0	136	5	0	141
TEXT	6,131	9	6,140	189	4	6,325
DOCUMENTS COLL						
FLORIDA DOCS	0	14,106	14,106	0	0	14,106
FEDERAL DOCS:						
TEXT	107,892	(14,106)	93,786	12,357	7,185	98,958
MICROFICHE*	182,390	0	182,390	4,169	271	186,288
MICROFILM	1,302	0	1,302	0	0	1,302
DOCUMENTS DEPT						
TEXT	530	0	530	37	0	567
MICROFICHE	23	0	23	0	0	23
MICROFILM	332	0	332	62	0	394
ERIC FICHE	341,880	0	341,880	15,692	0	357,572
FASTCAT	2,455	(1,028)	1,427	842	5	2,264
GENERAL COLL						
TEXT	227,037	1,804	228,841	10,179	132	238,888
MICROFICHE	3,455	0	3,455	899	0	4,354
MICROFILM	542	0	542	0	0	542
INDEX/ABST COLL						
TEXT	5,479	0	5,479	272	12	5,739
MICROFICHE	1,211	0	1,211	1,359	0	2,570
MICROFILM	42	0	42	4	0	46
LEISURE READING	703	(627)	76	542	11	607
MAP/ATLAS COLL						
ATLASES	139	(3)	136	10	2	144
MAPS	5,037	0	5,037	83	0	5,120

	7/1/85 HELD	TRNSFERS NET	TOTAL ADJUSTED	1985/86 ADDED	1985/86 WITHDRW	6/30/86 HELD
MEDIA DEPT COLLS						
AUDIOCASSETTE	1,106	0	1,106	15	200	921
AUDIO REEL	11	0	11	0	11	0
CHART	1	0	1	0	1	0
FILM LOOP	363	0	363	0	0	363
FILMSTRIP	1,157	0	1,157	7	52	1,112
GAME	0	0	0	0	0	0
KIT	0	0	0	0	0	0
MOTION PICTURE	540	0	540	12	0	552
PICTURE, FLAT	4,853	0	4,853	116	0	4,969
POSTER	0	0	0	0	0	0
RECORD ALBUM	6,181	0	6,181	165	0	6,346
SLIDE, ART	19,417	0	19,417	215	0	19,632
SLIDE SET	617	0	617	4	1	620
SCORE	3,692	1	3,693	48	0	3,741
SCORE, MINI	731	0	731	0	0	731
SCORE, MFICHE	486	0	486	0	0	486
TRANSPARENCY	136	0	136	0	136	0
VIDEOCASSETTE	607	0	607	115	48	674
VIDEO REEL	7	0	7	0	7	0
MEDIA DEPT REF	89	(7)	82	14	1	95
NEWSBANK FICHE	21,925	0	21,925	239	0	22,164
OVERSIZE COLL	603	78	681	30	0	711
PERIODICALS COLL						
TEXT	40,311	15	40,326	1,863	7	42,182
TEXT, TEMPBND	503	0	503	0	0	503
MICROFICHE	3,840	0	3,840	3,851	0	7,691
MICROFILM	15,946	0	15,946	468	1	16,413
PERMANENT RESERVE	197	(1)	196	13	0	209
PROTECT	46	0	46	3	0	49
RARE MATS COLL	316	0	316	1	0	317
REFERENCE COLL						
TEXT	13,208	(263)	12,945	1,252	237	13,960
MICROFICHE	1,693	0	1,693	278	28	1,943
MICROFILM	176	0	176	0	0	176
SERIALS DEPT	3	0	3	3	0	6
TELEPHONE DIR	339	0	339	0	339	0

* Recount of Documents microfiche resulted in increase of 37,680 pieces

UNIVERSITY OF NORTH FLORIDA LIBRARY
 TITLE Inventory by Library Collection
 1985-1986

	HELD 7/1/85	NET TRNSFERS	ADJUSTED TOTAL	ADDED 1985/86	WITHDRW 1985/86	HELD 6/30/86
ANNUAL REPORTS						
TEXT*						
MICROFICHE*						
BIBLOGRPHY COLL	59	0	59	0	0	59
CATALOGING DEPT	61	2	63	2	1	64
COLLEGE CATALOGS						
TEXT*						
MICROFICHE*						
CURRICULUM COLL						
AUDIOCASSETTE	33	0	33	0	0	33
CARD	11	0	11	0	0	11
CHART	3	0	3	0	0	3
FILMSTRIP	143	0	143	1	0	144
GAME	8	0	8	0	0	8
KIT	135	0	135	1	1	135
POSTER	11	0	11	0	0	11
REALIA	0	0	0	0	0	0
RECORD	102	0	102	0	0	102
SLIDE SET	2	0	2	0	0	2
TEST	61	0	61	5	0	66
TEXT	3,147	1	3,148	141	2	3,287
DOCUMENTS COLL						
FLORIDA DOCS*						
FEDERAL DOCS:						
TEXT*						
MICROFICHE*						
MICROFILM*						
DOCUMENTS DEPT						
TEXT	55	0	55	8	0	63
MICROFICHE	0	0	0	0	0	0
MICROFILM	6	0	6	0	0	6
ERIC FICHE*						
FASTCAT*						
GENERAL COLL						
TEXT	202,336	(16)	202,320	11,132	58	213,394
MICROFICHE	15	0	15	2	0	17
MICROFILM	118	0	118	0	0	118
INDEX/ABST COLL						
TEXT	229	1	230	7	1	236
MICROFICHE	0	0	0	0	0	0
MICROFILM	3	0	3	0	0	3
LEISURE READING*						
MAP/ATLAS COLL						
ATLASES	135	(5)	130	10	1	139
MAPS*						

	HELD 7/1/85	NET TRNSFRS	ADJUSTED TOTAL	ADDED 1985/86	WITHDRW 1985/86	HELD 6/30/86
MEDIA DEPT COLLS						
AUDIOCASSETTE	767	0	767	11	200	578
AUDIO REEL	1	0	1	0	1	0
CHART	1	0	1	0	1	0
FILM LOOP	31	0	31	0	0	31
FILMSTRIP	683	0	683	2	40	645
GAME	0	0	0	0	0	0
KIT	0	0	0	0	0	0
MOTION PICTURE	428	0	428	12	0	440
PICTURE, FLAT*						
POSTER	0	0	0	0	0	0
RECORD	6,181	0	6,181	162	0	6,343
SLIDE, ART*						
SLIDE SET	371	0	371	4	1	374
SCORE	2,455	1	2,456	18	0	2,474
SCORE, MINI	89	0	89	0	0	89
SCORE, MFICHE	3	0	3	0	0	3
TRANSPARENCY	58	0	58	0	58	0
VIDEOCASSETTE	519	0	519	81	47	553
VIDEO REEL	7	0	7	0	7	0
MEDIA DEPT REF	14	(4)	10	6	0	16
NEWSBANK FICHE*						
OVERSIZE COLL	563	72	635	33	0	668
PERIODICLS COLL						
TEXT	2,915	12	2,927	163	11	3,079
TEXT, TEMPBIND	0	0	0	0	0	0
MICROFICHE	0	0	0	1	0	1
MICROFILM	0	0	0	0	0	0
PERMANNT RESERVE	25	0	25	0	0	25
PROTECT	35	0	35	3	0	38
RARE MATS COLL	235	0	235	1	0	236
REFERENCE COLL						
TEXT	4,897	(80)	4,817	338	55	5,100
MICROFICHE	10	0	10	0	0	10
MICROFILM	0	0	0	0	0	0
SERIALS DEPT	1	0	1	3	0	4
TELEPHONE DIR*						

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

SERIALS DEPARTMENT

The Serials Department spent a productive year setting up a Preservation and Repair Unit, establishing an automated file of serials holdings, and placing over 100 new subscriptions. This was accomplished in spite of a major change in personnel, and with a rotating staff of part time employees.

Acquisitions

The Serials Selection Committee recommended 126 new journal titles for purchase, and the department ordered these at a cost of \$5,614.00. Microform and hard copy backfiles were acquired from commercial vendors as well as the non-profit United Serials and Book Exchange (USBE). The department (and library) wrestled with the concept of serials acquisitions through memberships as opposed to subscriptions for individual titles, and decided to take out memberships, if by doing so, certain financial advantages could be realized. All computer files relating to standing orders, rush binding, and faculty requests were transferred from the Apple microcomputer to an IBM PC, resulting in faster searching as well as more options for manipulating the data base. The department experimented with serials exchange lists, but found that the time invested in searching did not justify the few issues that were ordered.

The department oversaw the transfer of all commercial binding to National Book Bindery of Atlanta. The Dobbs Brothers Bindery was sold to American Book Bindery, and the poor quality of their work forced the decision to go with National. Other binderies were also evaluated, including Heckman and General. The new Library Binding Institute Guidelines precipitated a close look at both the internal procedures at UNF as well as the practices of the commercial binderies.

Cataloging

All new serial titles continued to receive full cataloging, with titles not available on OCLC input directly onto LIBS. Federal documents continued to be cataloged, and an effort was made to catalog selective Florida documents as well. All new volumes received the triple handling of check-in at the magna-dex, posting in the shelflist and title catalog, and adding items on the LIBS system. Concern about increasing workload evolved into new policies for annotating holdings. As of May 7, 1986, holdings were posted only in the shelflist, not in the title catalog. As of July 1986, only a shelflist card was to be produced for titles housed in the periodicals collection. Both decisions were based on the concept that cataloging and volume holdings were available both in the LIBS machine-readable files, as well as in the Serials Record.

Special Projects

The department developed a Preservation and Repair Unit, and presented a series of workshops and lectures covering not only repair, but proper handling

of books. An effort was made to educate the entire library staff, and results were quickly seen as items to be repaired appeared from almost every department. Repair evolved on two fronts: undoing poor repair jobs done in the past, and resolving both old and new damage in an archivally sound way. Japanese paper, wheat paste, and heat set tissue were used in place of tape for paper tears, and many spines were reinforced with buckram. The department acquired a selection of small tools and supplies, and was especially pleased when the Head of Technical Services donated an antique book press. As part of the repair effort, the Serials Department assumed responsibility for replacing all missing pages, which resulted specifically in more monographs receiving replacement copies of damaged or missing pages. The staff was trained to identify and repair minor damage before it became a problem resolvable only by rebinding. To this end, 143 hinge repairs were performed during the fiscal year. The staff tipped-in loose pages, sewed pamphlets into acid-free pamphlet binders, reinforced hinges, replaced spines and performed other miscellaneous repairs. Over 354 items received preservation treatment during.

A major undertaking involved inputting 5,904 serial holdings records into machine-readable form via the SOLINET LAMBDA database. The project involved eight part time employees, as well as the permanent Serials staff. Serials titles were identified, holdings transposed to worksheets, then input into the database. The file became immediately available for updating, and will be moved to the NOTIS system for access by library staff and patrons.

Personnel

The Serials Department lost the services of Grace Ekins when her husband was transferred to North Carolina. Evelyn Trujillo, already working half-time in Serials, was hired into the full time slot. Shelley Anderson moved to the Cataloging Department, and was replaced by John Wawzynski. All additional duties, particularly the establishment of the Preservation Unit, took place within the staffing constraint of a missing LTA II half-time position. It is hoped that this half-time position will eventually be returned to Serials. Throughout a year of hectic activity and numerous deadlines, the staff willingly shouldered additional responsibility and performed to high standards.

Vicki Thomas Stanton
Head, Serials Department

UNIVERSITY OF NORTH FLORIDA LIBRARY
 Serials Department
 Acquisitions and Processing Statistics
 1985-1986

SERIALS ORDERS PLACED AND RECEIVED

	HELD 6/30/85	NET CHANGE 1985-86	HELD 6/30/86
SUBSCRIPTIONS			
NEWSPAPERS	20	2	22
PERIODICALS	1,912	130	2,042
BUSINESS & LEGAL SERVICES	123	1	124
MICROFILM	96	(2)	94
FREE/GIFT	138	(1)	137
DEPOSITORY (GOV'T DOCS)	55	(1)	54
SUBTOTAL	<u> </u>	<u> </u>	<u> </u>
STANDING ORDERS	<u>456</u>	<u>(6)</u>	<u>450</u>
GRAND TOTAL SERIALS ACQUISITIONS	2,800	123	2,923

CHECK-IN WORKLOAD

CATEGORY	NUMBER OF ITEMS
Periodicals and Serials	
Current issues	21,623
Back issues	797
Backfile volumes	0
Microfilm reels	406
Microfiche	25,635
Gifts received	2,815
Gifts retained	729
Standing Orders	1,755
Claims	314
TOTAL	<u>54,074</u>

UNIVERSITY OF NORTH FLORIDA LIBRARY
 Serials Department
 Acquisitions and Processing Statistics
 1985-1986

SERIALS ORDERS PLACED AND RECEIVED

	HELD 6/30/85	NET CHANGE 1985-86	HELD 6/30/86
SUBSCRIPTIONS			
NEWSPAPERS	20	2	22
PERIODICALS	1,912	130	2,042
BUSINESS & LEGAL SERVICES	123	1	124
MICROFILM	96	(2)	94
FREE/GIFT	138	(1)	137
DEPOSITORY (GOV'T DOCS)	55	(1)	54
SUBTOTAL	<u> </u>	<u> </u>	<u> </u>
STANDING ORDERS	<u>456</u>	<u>(6)</u>	<u>450</u>
GRAND TOTAL SERIALS ACQUISITIONS	2,800	123	2,923

CHECK-IN WORKLOAD

CATEGORY	NUMBER OF ITEMS
Periodicals and Serials	
Current issues	21,623
Back issues	797
Backfile volumes	0
Microfilm reels	406
Microfiche	25,635
Gifts received	2,815
Gifts retained	729
Standing Orders	1,755
Claims	314
TOTAL	<u>54,074</u>

CATALOGING DEPARTMENT

1985-86 was a very productive year for the Department. Despite a substantial materials budget combined with a very significant turnover of personnel, the highest level of productivity in eight years was attained: 13,033 new monographic titles cataloged (10,733 titles with LC copy, 1,248 titles with revised copy, and 1,052 original titles). In addition, 492 titles were recataloged and 1,452 titles received "pre-cataloging" (an update of the available OCLC record for future complete cataloging). This outstanding performance is due to the collective effort of all Cataloging Department staff members, each one of whom is commended for their hard work throughout the year.

Turnover in personnel was the dominant factor in the workflow. The three LTA II positions which carry the quantity of material through the Department were vacated. Fortunately, all three did not leave at the same time! But by the spring of the year, three new employees were attempting to cope with the busiest period of material receipts of the fiscal year. Thanks primarily to the planning and effort of Verna Urbanski, Associate University Librarian, these positions were filled in a timely and efficient manner. In addition to the LTA II turnover, the employee in the senior LTA I position took educational leave for the fall semester. Dr. Angela Randtke, Assistant University Librarian, was responsible for recruiting a temporary staff member to fill this position for the period from September to mid-December. In recognition of the considerable workflow responsibilities exercised by the employee in this position, the job description of the position was revised and its title changed to LTA I Coordinator. Also, one of the other two LTA I positions was vacated and a new LTA I was recruited and hired by Dr. Randtke in January.

The workflow was also affected by the addition in January of a third M300 terminal, replacing the last of the old-style OCLC 100 terminals. This made available three IBM PCs in the Department to take full advantage of OCLC's Cataloging Microenhancer and other software, which came in May. The new software, Savescreen, enabled records to be saved to a diskette file during interactive searching on OCLC. This direct "search and save" procedure avoided the hit and miss process involved in entering search keys to the Cataloging Microenhancer.

All other traditional cataloging activities continued. Extensive and continuous updating of documentation was necessary. Several new documents were developed, the most significant being routines related to books requiring repairs or special processing, coordinated with repair staff, and detailed procedures for the handling of lost titles, coordinated with the Circulation Department. The tenth edition of the list of Library of Congress Subject Headings was received in March and ongoing maintenance of the subject catalog was switched to the new list. Books were pulled from the FASTCAT collection (the backlog) and 1980-81 imprints received original cataloging if no Library of Congress copy was available. Both current cataloging of new audio-visual material and retrospective cataloging of government documents were maintained

though in varying degrees of activity due to fluctuations in staffing. The retrospective conversion of audio-visual cataloging was a special project planned and coordinated by Mrs. Urbanski. Cataloging for filmstrips, filmloops, transparencies, and sound recordings was identified on OCLC, briefly reviewed, and updated for future completion.

Other special projects included two library-wide presentations on efficient OCLC search techniques given by Dr. Randtke just prior to the introduction of search charges by OCLC. Dr. Randtke also made a review of the file of unverified subject headings and a large number were resolved. Those remaining were searched on OCLC and sent to the Library of Congress Subject Cataloging Division for response. A large group of bibliographies classed in the "Z" (Bibliography) area of the Reference Collection were pulled at the request of the Head of Reference and reclassed to the respective subject areas. Lastly, the group of unmatched barcodes was matched systematically to title records and the Library's holdings were cancelled from these records on OCLC. The items were identified on LIBS as missing and a list of the titles was generated for review and possible replacement.

Looking toward the coming year, the local database of bibliographic records was offloaded from the LIBS system in April and should be loaded into the NOTIS system soon. After the database was "frozen," procedures began to record certain categories of changes to the database made after the cutoff date. These changes--record deletions and switches from one OCLC record to another--will be among the first actions taken to bring the UNF NOTIS database up-to-date when it comes online in fall, 1986. If all goes as planned, all local cataloging routines, with revised documentation, will be switched to NOTIS, with coordinated maintenance of the LIBS system until circulation functions can be added to NOTIS. All authority routines currently based on card systems will be transferred to online files and catalog maintenance will be entirely online. Most amazing of all, the card catalogs will finally be closed -- an exciting year ahead!

Linda L. Smith
Head, Cataloging Department

UNIVERSITY OF NORTH FLORIDA LIBRARY
Cataloging Activity by Classification, 1985-86

Excluding Periodicals, Indexes, Audiovisual Materials, and Microforms

CLASS		TITLES	% TOTAL	VOLUMES	% TOTAL
A-AZ	General Works	15	0.125	39	0.272
B-BD,BH-BJ	Philosophy	155	1.287	152	1.060
BF	Psychology	287	2.384	341	2.379
BL,BN-BQ	Religion	80	0.665	94	0.656
BM	Religion - Judaism	5	0.042	6	0.042
BR-BX	Religion - Christianity	153	1.271	170	1.186
C-CT,D,DX	History - General	222	1.844	263	1.835
DA	History - Great Britain	142	1.179	145	1.012
DB-DJ,DL-DQ	History - Other West European	223	1.852	283	1.974
DJK,DK,DR	History - U.S.S.R. & East European	8	0.066	8	0.056
DS	History - Asia	204	1.694	215	1.500
DT	History - Africa	54	0.449	59	0.412
DU	History - Australia, Oceania	3	0.025	4	0.028
E	History - United States	348	2.891	397	2.769
F	History - The Americas	201	1.670	232	1.618
G-GT	Geography, Anthropology	55	0.457	56	0.391
GV	Sports, Recreation	114	0.947	123	0.858
H	Social Sciences - General	35	0.291	44	0.307
HA	Statistics (Soc. Sci. Data & Methods)	12	0.100	23	0.160
HB-HD	Economics	1288	10.699	1424	9.934
HE	Transportation, Communications	104	0.864	126	0.879
HF-HJ	Commerce & Finance	792	6.579	1050	7.325
HM-HT	Sociology	652	5.416	719	5.016
HV	Public Welfare, Criminology	346	2.874	383	2.672
HX	Socialism, Communism	50	0.415	56	0.391
J-JX	Political Science	425	3.530	482	3.362
K	Law - General	22	0.183	41	0.286
KB-KE,KG-KZ	Law - Foreign (inclu. Ancient)	11	0.091	11	0.077
KF	Law - United States	278	2.309	509	3.551
L-LB	Education	430	3.572	540	3.767
LC-LT	Education - Special	14	0.116	15	0.105
M	Music - Scores	35	0.291	48	0.335
ML	Music - History & Criticism	158	1.312	176	1.228
MT	Music Instruction & Study	20	0.166	25	0.174
N,NX	Visual Arts, General Art	208	1.728	222	1.549
NA	Architecture	12	0.100	13	0.091
NB-NE	Art Media	184	1.528	209	1.458
NK	Art - Decorative & Applied	11	0.091	14	0.098
P	Philology & Linguistics	47	0.390	62	0.433
PA	Classical Language & Literature	56	0.465	66	0.460
PB-PD,PF	Modern European Languages	11	0.091	27	0.188
PE	English Language	75	0.623	85	0.593
PG-PM	African/Oriental/Slavic Lang. & Lit.	38	0.316	43	0.300
PN,PZ	Literature - General	416	3.455	527	3.676
PQ	Literature - Romance Languages	138	1.146	147	1.025
PR	Literature - English	653	5.424	742	5.176
PS	Literature - American	724	6.014	814	5.678

CLASS		TITLES	% TOTAL	VOLUMES	% TOTAL
PT	Literature - Germanic Languages	58	0.482	61	0.426
Q	Science - General	65	0.540	84	0.586
QA1-74,77+ (1)	Mathematics	415	3.447	466	3.251
QA75-76	Computer Science	123	1.022	143	0.998
QA273-295	Statistics (Math. Theory and Methods)	51	0.424	59	0.412
QB	Astronomy	19	0.158	21	0.146
QC	Physics	35	0.291	39	0.272
QD	Chemistry	8	0.066	36	0.251
QE	Geology	3	0.025	4	0.028
QH	Natural History, Ecology	85	0.706	101	0.705
QK	Botany	8	0.066	10	0.070
QL	Zoology	35	0.291	48	0.335
QM-QP	Physiology & Human Anatomy	60	0.498	84	0.586
QR	Microbiology	10	0.083	13	0.091
R	Medicine - General	70	0.581	79	0.551
RA	Public Health	150	1.246	166	1.158
RB	Pathology	12	0.100	19	0.133
RC	Internal Medicine	266	2.209	303	2.114
RD-RS,RZ	Surgery and Medical Specializations	168	1.395	193	1.346
RT	Nursing	98	0.814	121	0.844
S-SF	Agriculture, Forestry, Animal Culture	9	0.075	12	0.084
T-TZ	Technology & Engineering	321	2.666	422	2.944
U-V	Military & Naval Science	170	1.412	178	1.242
YA-YO,YQ-YZ	Curriculum Text Materials	38	0.316	66	0.460
YP	Children's Literature	102	0.847	122	0.851
Z (2)	Bibliography & Library Science	146	1.213	255	1.779
		<u>12039</u>	<u>100</u>	<u>14335</u>	<u>100</u>

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

(2) UNF classes subject bibliographies with that subject.

PUBLIC SERVICES DIVISION AND GENERAL ADMINISTRATION

The Public Services Division

One of the welcome accomplishments of the 1985-86 fiscal year was completion of the reorganization of three departments in the Public Services Division. Upon my arrival in 1984, Kathleen Cohen, Head of Reference, indicated the need to reorganize Reference and Information services to reduce fatigue, burnout, and overextension of the existing staff. In followup to this recommendation, an interdepartmental committee was appointed November 14, 1984, involving all levels of personnel, to study the problem. A cursory review of other areas of Public Services indicated that reorganization could not be effectively limited to one department because of the interrelationships of space, staffing, and service demands. Therefore, the charge of the committee was to study all areas/problems of the Division which suggested a need for reorganization and to prepare a report with recommendations. Several tentative areas were pointed out to the committee toward which they might wish to direct their analysis, i.e., personnel utilization, personnel shifts and requirements for new positions, reorganization of services and physical facilities.

Following six months of study, the committee met its target date for completion of its report recommending reorganization in five areas: (1) moving of the Index/Abstract collection to the Reference Department on the 2nd floor; (2) rearrangement of the Periodicals services area and workflow; (3) consolidation of all archives to the 3rd floor; (4) termination of Reference responsibility for newspaper clippings; (5) switching of office space between Periodicals and the Documents Department; and (6) reallocation of office space in the Reference Department. Added to these were the recommendations that Eileen Brady continue supervision of the Periodicals area, with one Library Technical Assistant and an adequate student staff to be assigned to relieve the professional Reference staff of responsibility for maintaining the equivalent of two reference service points; creation of a special collections unit and appointment of Ms. Brady to serve as Special Collections Librarian as a part of her reference assignment; and, appointment of Mary Davis as Bibliographic Instruction Librarian in preparation for expanding the library instruction program to support the University's new undergraduate division. Success of this plan presupposed an adequate OPS budget for student staffing, as well as shifting and reassignment of selected responsibilities of our existing staff. The goal was to improve service and personnel utilization to offset the Library's sustained staffing shortage. Talks with the Technical Services Divisions resulted in their willingness to transfer one half LTA II position to Public Services to relieve the staffing problem; and transfer of one half position to the administrative offices for amelioration of the increasing workload emanating from all library departments for clerical assistance. The understanding reached with Technical Services was that one position would be transferred back to it when the total number of lines allocated to the Library has been increased.

The proposal was reviewed and approved by Director of Libraries on June 18, 1985. Subsequently, the move and reorganization were scheduled for implementation at the end of the summer semester in order to avoid disruptions in services to clientele. With the exception of an ever present staffing shortage, the reorganization has been a success. The staff is pleased with the results of its work. Reference services have been improved through the availability of dual staffing at one major reference point. The archives, (Jack E. Mathews and other papers) which were previously packed away in boxes, have been moved to the newly created Special Collections Unit along with University archives and the Eartha White collection. All papers are well on their way towards being organized for public access. Bibliographic instruction is under review. An LTA II (Sandy Bernreuter) has been assigned half-time to the Periodicals and Microform Section to supervise services and students. New office spaces have been created to improve the work environment in Reference and Periodicals and to provide a greater degree of staff privacy in executing off-desk responsibilities. Workflow in the administrative offices has been improved through assignment of the half-time LTA I. Although immediately after reorganization a number of complaints were received from library users regarding relocation of the Index/Abstract collection to the 2nd floor, these have abated as users have become accustomed to the new location. The committee members and the Division staff are to be commended for the quality of their work.

Implementation of LUIS

Also during the year, much staff time was expended in planning and training for the implementation of NOTIS, the Northwestern University online catalog system, generally referred to as LUIS (Library User Information System). The incumbent and the Head of Systems/Operations, Robert P. Jones, served on several Florida Center for Library Automation (FCLA) committees in preparation for the planned conversion. Implementation of LUIS holds promise of establishing a new era in online searching and bibliographic access for UNF in that the catalogs of the nine state university system (SUS) libraries will have capability of interfacing through one data base, providing for remote access from any compatible location. With this system capability, the State of Florida is attempting to accomplish what has occurred in no other university system. The outcome of the project is sure to receive national observation. Planning for implementation has involved traveling to monthly meetings in Gainesville for work with the FCLA Public Services Committee; the design of user and staff training materials; input into the design of the system's delivery features; and local coordination of table specifications with the Heads of Systems and Technical Services. All efforts have been made to keep the staff of the Public Services Division informed of new developments. Their consultation has been actively sought in evaluating resources and documentation development. The payoff for this has been an enthusiastic staff and sound input at various levels of decision making. It is planned that online terminals will be available on each floor of the Carpenter Library. Library of Congress subject heading lists and appropriate stands to hold them have been ordered for the new aspect of subject searching which was not available through the CLSI system. Specifications for wiring and terminal location have been completed by the Head of Systems. Progress is being made toward resolving the data base off-load and contract problems with CLSI. While LUIS will not be implemented until the Fall semester 1986, we anxiously await its installation and several service advantages.

Bibliographic Instruction

Forty-eight bibliographic instruction sessions and tours were conducted by the Reference and other Public Services Division staff this year, an increase of ten over fiscal year 1983-84 and one over fiscal year 1984-85. With the establishment of the new undergraduate division, planning was begun for the development of a more comprehensive approach to teaching the use of library resources. Toward this goal through a Continuing Education Faculty Development grant \$945.00 were secured to conduct a pilot study for testing the feasibility of integrating library instruction into English composition II. The objective of the pilot is to design a program that will have the capability of reaching the entire freshman class each year when library staffing and funding levels permit. Supplies are being ordered, workbooks and other teaching materials, including CAI (Computer Assisted Instruction) are being identified to use as models. Research is underway to identify successful programs in order to arrange for visitation/observation by a member of our staff and a member of the Language and Literature faculty. Success of the pilot study requires close cooperation of the Language and Literature Department. Progress in this area has been slow, but we plan to continue to work toward developing a cooperative relationship during the coming year.

Grant Coordination Program

Interest by the staff in participating in the proposal writing program, initiated in 1984, continues to increase. Four proposals were written and submitted this year and two were funded. Bruce Latimer, Head, Documents Department is to be congratulated for successful federal funding from the Library Services and Construction Act (LSCA) in the amount of 19,000 to study the feasibility of cataloging Florida documents online. The grant provides the seminal study of Florida documents and their bibliographic control online. A by-product of the grant was the purchase of a badly needed M300 microcomputer to facilitate the cataloging work of the department.

Library Statistics and Productivity

Analyses to improve the Division's data collecting methods for statistical reporting and measures of productivity continue to receive attention. Effective as of the July 1, the Library's gate count was reactivated as one indicator of library use. In-library use was established as one indicator of inventory turnover (Circulation) replacing the employment of that statistic as a measure of shelving function. Because of an increased demand for survey data, data collecting methods are being reexamined to ease the process of reporting, including categories currently used in the Library's book OCO budget. Work in this area is being coordinated with the ongoing standardization that the Head of Technical Services is completing with the NISO standards.

Personnel

Personnel activities totaled 101 transactions during the year. Some of these were on the bright side, others were not.

First, both Divisions experienced unprecedented turnover among paraprofessional personnel. While the turnover created many disruptions, four LTAs who completed their MLS (Master of Library Science) degrees are to be congratulated for their outstanding achievements. Each one has subsequently moved on to a school or public library to accept a professional position.

During the aforementioned reorganization, the Public Services Division gained one half LTA II position; and .5 LTA I position was transferred to the administrative offices. These transfers were accomplished through the generosity of Technical Services which relinquished both positions to further assist the Public Services Division in alleviating its staffing shortage and to assist in reducing the increasing workload of the Library's Executive Secretary who must attempt to serve the clerical needs of twelve professionals in addition to meeting administrative demands.

These realignments have gone far toward reducing potential staff burnout in the Public Services Division. However, the critical staffing shortage remains. Diane Kazlauskas, Head of MERC, should be assigned fewer hours in the Reference Department's service desk schedule in order to concentrate on developing resources in MERC and to assume a greater proportion of her responsibilities as a department head. This imbalance in assignment will require a specific adjustment next fiscal year. Three departments in the Division continue to be in need of additional professional positions. No Library department has a sufficient number of students.

The student personnel problem was particularly exacerbated this fiscal year due to shortfalls in OPS monies. Cuts had to be made in the middle of the Spring semester in every Library department, totaling a reduction of more than 32 work hours per pay period. These cuts had to be imposed during a period of increased library use by non-UNF clientele, which last year comprised 13.01 per cent of the Library's total circulation transactions. Some students resigned their positions to assume higher paying jobs because the Library was not able to maintain its established salary schedule of awarding five to ten cent raises on an annual or semester basis. As a result of sustained student losses, much shelving had to be done by professional staff in the Periodicals Section and other heavily used areas. The fourth floor stacks suffered greatly from lack of shelving maintenance. A much needed project to identify and remove materials for preservation in areas which have a high propensity for severe mutilation, such as the art collection, had to be postponed.

As the University grows, the Library is caught between the need to maintain its usual level of excellent user services and daily maintenance tasks basic to supporting services. Clearly, in spite of an intense dedication on the part of the staff, the Library cannot be expected to perform both functions well at current staffing levels. To accomplish both the service and maintenance aspects of the Library's mission, a minimum Library OPS budget of 69,000 is needed; and additional professional and paraprofessional positions. It cannot be too strongly noted that the Library will not be able to extend its hours on a permanent basis until these pressing personnel issues have been resolved.

I thank the entire Public Services staff for its support of various projects in spite of personnel shortages. I express a special thanks to Bruce Latimer, Kathleen Cohen, Jim Alderman, Eileen Brady, and other members of the reorganization committee for their excellent work. I thank Bob Jones for the usual

outstanding quality of his specifications and John Hein for his willingness to share personnel. Finally, I thank Doris Shriver of the Public Services LTA staff for the continuing excellence of her displays and exhibits.

This has, indeed, been an extraordinary year.

Ruth M. Jackson
Assistant Director of Libraries and
Head, Public Services Division

OPERATIONS/SYSTEMS DIVISION

This has been perhaps the most discouraging and grueling year for the Circulation Department and its adjunct services since the Library opened in 1972. The root of the problem appears to be understaffing coupled with competing priorities and external workloads. The Division's workload, while remaining consistent for the traditional services, has been drastically increased by external mandates. Staffing has not increased, yet the existing staff had to be spread across more duties. The "circulation team" which has served us so well in the past is deteriorating. The individual staff members who are expected to pick up the work of those who are absent or otherwise assigned, are suffering from "burnout" and are withdrawing from their outgoing service orientation to a guarded self-preservation. Morale has declined considerably. We are unable to accomplish our tasks to our own standards; our credibility is beginning to deteriorate. All routines and procedures are on "automatic pilot" while my own administrative participation is being diverted to other priorities. We react to problems (crises) rather than plan and implement positive objectives.

It is an ominous fact that without staffing relief or if key employees terminate, the Division, particularly the Circulation Department, will collapse.

Although this situation is evident to other library staff members, we have been successful in concealing the problems from the general public.

The Operations/Systems Division was created in 1985, mainly to validate, legitimize and formalize tasks and responsibilities which already are dependent on the specific skills of people in the Division. The Division supports

1. The Circulation Department, including its sections: circulation services (lending, accounts receivables, interdepartmental charges); stacks maintenance; course reserves; interlibrary loans.
2. Library Systems, including CLSI, FCLA implementation, micro-based systems and training, OCLC/SOLINET/RLG hardware coordination.
3. Library Operations, supervising and coordinating library office administrative transactions with the non-library campus departments and regulatory bodies.

The Division is staffed by 1 professional librarian, 5 paraprofessionals and .4 Administrative Secretary. With vacations and vacancies, we realized only 4 (rather than 5) paraprofessional employees. The new tasks and duties have been imposed on a staffing level that has not changed in over ten years.

CIRCULATION DEPARTMENT

Because every staff member is expected to function competently in all areas of the Department, it was imperative that all employees be at the same classification level so as not to cause disharmony based on disparate levels of responsibility. This has been accomplished through reclassification actions.

As I have been directed to attend to other priorities, little time is left for the consistent administration of the Circulation Department. Day to day operations are now batched, making it more difficult to perceive, anticipate and resolve problems. There is an urgent need for a new position to function as a circulation librarian in order to allow a redundancy of information and operation, and provide additional contact hours with the public, supervisory and planning time, and backup for absent employees.

Until the staffing problems are resolved and until we can meet our continuing obligations, the Circulation Department must resist any new projects.

Circulation Department - Circulation Services

Although transactions have remained consistent this year, certain situations and conditions have more strongly defined the operations and have increased the workload.

The Circulation Staff was involved in the public services physical reorganization planning and implementation processes, requiring considerable time which had to be forced upon already tight daily routines. Circulation male employees were frequently diverted to non-circulation tasks and projects, undermining the department's routine operations. Another project now underway to reorganize study spaces should prove to be just as intrusive on our ability to meet our current obligations. However, this project will include an expansion of the stack areas, benefiting the Circulation Department.

OPS student assistants have been in short and erratic supply. Budget constraints coupled with the library-wide competition for assistance has made this situation tenuous at best. Since it is this group that supports our shelving efforts, we have been unable to maintain the stacks to our own standards, thus impacting our ability to react with credibility in our fine, billing and other functions affecting services to the public. Because of the wavering funding level training is often wasted: when permitted to hire students during peak periods we were inadequately staffed to train them completely or effectively; when funding levels dropped, we were compelled to fire students who were already trained. The Department has thus wasted considerable training time which could have been diverted to daily operations and more pressing projects.

The shelving workload was further impacted by the presence of high school students during science fair and spring report periods. Unfortunately, a lack of staff prevented the enforcement of existing library policies specifically defined to control the presence of pre-adult non-UNF library users. Peak shelving levels also came at bad times, when low OPS funding necessitated cut-backs, and our existing students were having difficulty working their contracted hours because of exams, breaks, etc. The Library's inability to honor its OPS raise policy for every term this year affected the student assistants' per-

ceptions of the Library's credibility relative to the student assistant work force. In addition, the Library finds itself competing with local businesses who are also finding it difficult to hire minimum wage level employees.

On the positive side, a policy redefinition provided that a cost recovery charge be associated with library borrowing privileges for those not affiliated with UNF or the State University System (SUS). This fee structure has effectively weeded out the casual borrowers, while those with a genuine need could help the Library to partially defray the cost of providing library service which is otherwise unrecognized in our funding. The fee is used to supplement the OPS student assistant budget. Later, the policy was amended to include those momentarily unaffiliated persons (a special category of UNF students not currently enrolled, and future faculty) needing interim library service.

As discussed below, in order to adequately support the systems functions which affect all library operations, .8 FTE of a circulation paraprofessional was carved out of the already lean staffing to meet this priority. Of course this impacted negatively on ongoing operations, which cannot be alleviated at the present staffing level.

This year's statistics demonstrate the decrease in the impact of the non-affiliated borrowers. Even though our fee-based borrowing privileges was implemented midway in the year, a drop of over 4,000 items borrowed (a drop of almost 4% relative to all borrowers) demonstrates that UNF is no longer used casually in support of the curricula of other educational institutions or expected to act as a company or corporate library without appropriate compensation.

This year the University sponsored the Superintendent of Schools (Mr. Herb Sang) 100 Scholars program, offering 100 juniors and 100 seniors library privileges at the UNF library. Only about one quarter (60) of those eligible have applied for or utilized their privilege.

Circulation Services - Course Reserves

Maintaining a stable level, course reserves control was moved from key-punched cards to a micro-computer based system. This project will be repeated when course reserves are moved to the NOTIS library system.

The Reserve policy was redefined and revised from its 1975 version.

Ms. Julia Fagge's classification was upgraded from a Library Technical Assistant I to a Library Technical Assistant II.

Circulation Services - Interlibrary Loans

The main impetus for stimulating interlibrary loans in the State of Florida has been spearheaded by the State Library of Florida through its Florida Information Network (FLIN) operating through the OCLC interlibrary loan subsystem. Interlibrary loan priorities at UNF are dictated by OCLC's system response requirements and FLIN's contractual protocols and standards. The FLIN has recently undergone administrative changes and now a decentralization of admin-

istration and control is being implemented. Through contractual arrangements with FLIN we have received an annual \$1266 for many years. This amount was intended to supplement the cost of providing services through the network. The increased workload stimulated by OCLC and FLIN now accounts for 70% of the workload, supplying materials to non-UNF researchers and libraries. With the relative decrease of fiscal support, the Library is again obliged to impose this support on existing staffing. Unless staffing can be provided which is commensurate with the workload interlibrary loan supplying operations demand (at least enough to hire OPS students), the Library may be forced to consider leaving the contractual restrictions of FLIN and set up cost recovery pricing for supplying interlibrary loan services.

At meetings with the other State University System interlibrary loan departmental staffs, it was disclosed that SUS interlibrary loan operations are all under stress, and some are approaching collapse. The UNF library operation is staffed at the lowest level of all SUS units in its ratio to size: .8 FTE LTA II and .5 FTE student assistant. In the absence of personnel coverage, the UNF Library interlibrary loan unit routinely suspends operations.

Interlibrary lending is performed by a designated OPS student assistant and special skills are required. When the workload peaks (usually at a time when our own circulation workload/manpower is also under stress), additional OPS support must be diverted from the Circulation Services unit, or the requests left unfilled. Likewise, when the ILL student assistant position becomes vacant (as has occurred twice this year) or the student is absent, the Circulation Services (shelving) staff is forced to absorb these duties to keep the department operating. The OCLC automated system requires that we respond to a request within four working days. We are unable to respond routinely to the requests of our primary clientele in as short a period as we must respond to requests from other libraries. This automated priority over which we have no control gives an unfair advantage to the non-UNF researcher requesting materials through another library.

As a mandate of the Board of Regents through the Florida Center for Library Automation, each of the nine SUS libraries has, or will soon install, an IBM SCANMASTER telefacsimile device. This device will support both administrative and interlibrary loan rush photocopy transmittal, starting September 1986. The State Library of Florida is also evaluating telefacsimile for use in the Florida Library Information Network.

Unless the staffing problem can be alleviated in interlibrary loans, I believe that we will lose our excellent reputation, both within the state and the network, for cooperation and service.

The Library Task Force of the Council for Interinstitutional Planning (CIP) attempted to implement a local courier/document delivery service among the Jacksonville colleges and universities. Unfortunately, it was not a success.

LIBRARY SYSTEMS

Library systems have been the primary area of emphasis and occupied the bulk of time for the Head of the Division this year. There were several major developments: CL Systems, Inc. was declared in contractual default; the Florida

Center for Library Automation began its operational impact; the Library migrated to micro-computers; projects required more OCLC/SOLINET support; RLG was installed; LAMBDA (Peachtree Serials) was installed; Dialog Information Services underwent improvements.

The CLSI LIBS100 Circulation System has been our automated system since April 1984. As a contractual condition for acquiring the system, CLSI was to provide appropriate functions and interfaces to make it fiscally sound in the UNF environment. This year the scheduling for those functions was dropped from the CLSI software development schedule. The University, after extensive discussion, was compelled to seek remedy under the surety bond for the project. Settlement is expected early next fiscal year.

UNF installed a new release (26.9) of the software in the Fall of 1985.

The Florida Center for Library Automation, the Board of Regents administrative center for implementing the legislative mandate to centrally automate the SUS libraries, began a rigorous implementation schedule. Suddenly the Library was faced with new tasks and environments requiring site preparation, hardware selection, inventory control of hardware and furniture, and immersion into technology and terminology foreign to most librarians. While exciting, these developments have been time consuming and required state meetings at all levels of library administration and implementation. Because NOTIS, the supporting software, is not yet fully defined or documented for the end user, the planning and installation were effected on-the-job with minimal leadership.

Specific accomplishments this year in the FCLA migration have been the acquisition and installation of the NOTIS support hardware configuration, and the offloading of the CLSI MARC database for conversion to the NOTIS system. When the online catalog of the main library is fully operational, terminals will be placed in the UNF Downtown Center.

The Library has embraced micro-computer technology, utilizing both OCLC M-300 (modified IBM PC) terminals, IBM PC/XT's, IBM clones, etc. SSI's WordPerfect has been established as the standard word processing software for library correspondence and reporting. Also being implemented are spreadsheets and data base systems. Microcomputers have proved to be essential in interfacing disparate automated systems and providing efficient operator emulation.

Bruce Rouzie, a very effective employee in our systems exploitation, has left the Library to take a position at the University's Computer Center. Recognizing the need for information and operational redundancy to achieve adequate and consistent systems support, the vacant position was reclassified to a Computer Programmer/Analyst I. This commitment has forcibly reduced existing circulation staffing devoted to circulation functions by .8 FTE.

LIBRARY OPERATIONS

In addition to the day-to-day interface with other university departments and state agencies, the Division was involved in various projects. Along with the rest of the campus, the Library underwent a telephone conversion project. All telephone stations were redefined and replaced with comparable equipment. The Library implemented a compliance program for the Florida Clean Air Act. A

ledger tracking system using a micro-computer data base system was installed for the Library office. Projects which were defined but not accomplished include an OPS budget tracking system and an inventory control system.

Analysis of Statistics

The following trends should be noted in reviewing the attached statistics. Student use of the Library is up; faculty and staff use remains stable. Special permit use has dropped, owing probably to the new charge policy. Business materials represent the highest, almost disproportionate, use. (In interpreting the statistics, it should be noted that because of the change in classification, librarians are recorded as faculty effective January 1, 1986.)

Robert P. Jones
Head, Operations/Systems Division

**LIBRARY CIRCULATION AND USE STATISTICS
COMPILED BY THE CIRCULATION DEPARTMENT**

**SUMMARY CIRCULATION STATISTICS
Fiscal Year 1985-1986**

Transactions:	CIRC	DOC	MRC	PER	REF	RSV	TOTAL
Regular, automated	78,686	945	5,080	0	0	10,845	95,556
Regular, manual	0	64	1,565	0	0	447	2,076
Automated TOTAL:	78,686	1,009	6,645	0	0	11,292	97,632
In-library Use:							
-Books/Unspecified	59,404	0	4,692	0	35,665	0	99,761
-Periodicals, bound/current	0	0	0	92,702	0	0	92,702
-Microforms	0	0	0	38,885	0	0	38,885
-Documents, U.S.	0	11,543	0	0	0	0	11,543
-Documents, Florida	0	563	0	0	0	0	563
In-library TOTAL:	59,404	12,106	4,692	131,587	35,665	0	243,454
TOTALS:	138,090	13,115	11,337	131,587	35,665	11,292	341,086

INTERLIBRARY LOANS TRANSACTIONS:

	FILLED		UNFILLED/CANCELLED		WORKLOAD	
UNF Supplied: Books	2,436		1,139			
UNF Supplied: Photocopies	1,425		942			
TOTAL SUPPLIED BY UNF:	3,861	74.393%	2,081		5,942	69.85%
UNF Requested: Books	502		373	95		
UNF Requested: Photocopies	827		670	98		
TOTAL REQUESTED BY UNF:	1,329	25.607%	1,043	193	2,565	30.15%
TOTALS:	5,190		3,317		8,507	
Workload Percentage:	61.009%		38.991%			

GRANT SUPPORT: Florida Library Information Network \$1,266.00

COURSE RESERVES: Reserve Requests Processed 963

SYSTEMS: Patron requested bibliographic computer searches 140

LIBRARY/CIRCULATION OPERATIONS

Hours open per typical week: 79

Total days open per typical week: 7

ENTRANCE GATE COUNT, TOTAL: 367,702

PATRON LIBRARY CARDS. New accounts opened: (Barcodes issued) 3,535

1985-1986 CIRCULATION ANALYSIS BY CLASSIFICATION

		CODE	-----COLLECTIONS-----				*TOTAL*	PERCENTAGE
			DOC	MRC	RSV	MAIN		
Undefined	New; not yet assigned	0	390	117	1,986	3,378	5,871	6.1154%
A-AZ	General Works	1	13	46	0	89	148	0.1542%
B-BD,BH,BJ	Philosophy	2	0	5	81	705	791	0.8239%
BF	Psychology	3	0	225	242	3,608	4,075	4.2447%
BL,BN-BQ	Religion	4	0	3	6	657	666	0.6937%
BM	Religion - Judaism	5	0	0	2	88	90	0.0937%
BR-BX	Religion - Christianity	6	0	19	63	732	814	0.8479%
C-CT,D	History - General	7	63	157	10	1,041	1,271	1.3239%
DA	History - Great Britain	8	0	7	0	615	622	0.6479%
DB-DJ,DL,DP,DQ	History - Other West European	9	0	1	0	687	688	0.7166%
DK,DR	History - Russia and East European	10	0	0	77	298	375	0.3906%
DS	History - Asia	11	0	1	6	709	716	0.7458%
DT	History - Africa	12	0	1	8	275	284	0.2958%
DU-DZ	History - Australia, Oceania	13	0	0	0	49	49	0.0510%
E	History - American; United States	14	23	7	9	1,761	1,800	1.8749%
F1-F199	History of the States	15	0	3	0	118	121	0.1260%
F1000-F1199	History - Canada	16	0	0	0	18	18	0.0187%
F1200-F1399	History - Mexico	17	0	0	0	74	74	0.0771%
F1400-F2199	History - Centr/Latin Am; W. Indies	18	0	0	0	207	207	0.2156%
F2200-F3799	History - South America	19	0	0	0	149	149	0.1552%
G-GC	Geography	20	0	5	0	144	149	0.1552%
GF-GT	Anthropology	21	0	3	2	449	454	0.4729%
GV	Sports, Recreation	22	0	3	4	1,230	1,237	1.2885%
H	Social Sciences - General	23	0	0	5	162	167	0.1740%
HA	Statistics	24	0	0	0	171	171	0.1781%
HB-HD,HF-HJ	Economics	25	0	120	1,600	8,592	10,312	10.7413%
HE	Transportation and Communication	26	62	0	1	364	427	0.4448%
HM-HT,HX	Sociology	27	1	60	180	4,430	4,671	4.8655%
HV1-HV5999	Social pathology and welfare	28	1	3	10	1,777	1,791	1.8656%
HV6000-HV9999	Criminology	29	0	9	0	1,287	1,296	1.3500%
J	Political Science	30	14	6	10	1,036	1,066	1.1104%
K	Law - General	31	0	0	0	48	48	0.0500%
KD, KDC-KDK	Law - Foreign	32	0	2	29	51	82	0.0854%
KF	Law - United States	33	0	3	8	1,107	1,118	1.1645%
KFA-KFZ	Law - U.S. - State and Local	34	0	0	0	6	6	0.0062%
L-LB1139	Education - Genl. theory & practice	35	5	18	184	2,068	2,275	2.3697%
LB1140-LB1602	Education - Preschool/primary/elem.	36	0	15	78	640	733	0.7635%
LB1603-LB1699	Education - Secondary	37	0	0	29	206	235	0.2448%
LB1700-LB2299	Education - Teacher Education	38	0	0	1	92	93	0.0969%
LB2300-LB2799	Education - Higher Education	39	0	4	37	219	260	0.2708%
LB2800-LB9999	Education - Admin and Supervision	40	0	6	54	684	744	0.7750%
LC	Education - Special Education	41	1	5	14	893	913	0.9510%
LD-LZ	Education - Other genl. aspects	42	2	29	0	41	72	0.0750%
M	Music	43	0	543	0	52	595	0.6198%
ML	Music - Literature & Composition	44	0	11	29	513	553	0.5760%
MT	Music - Instruction and Study	45	0	4	89	126	219	0.2281%
N,NX	Visual arts; general art	46	0	9	32	686	727	0.7573%

		CODE	DOC	MRC	RSV	MAIN	*TOTAL*	PERCENTAGE
NA	Architecture	47	6	2	0	339	347	0.3614%
NB-NE	Art Media	48	0	8	86	1,775	1,869	1.9468%
NK	Art - Decorative and Applied	49	0	6	2	224	232	0.2417%
P	Philology and Linguistics	50	4	17	12	245	278	0.2896%
PA	Classical languages & literature	51	0	2	3	191	196	0.2042%
PB-PD,PF	Modern European Languages	52	0	2	0	54	56	0.0583%
PE	English Language	53	0	0	0	254	254	0.2646%
PG-PM	African/Oriental/Slavic Lang. & Lit.	54	7	0	1	280	288	0.3000%
PN,PZ	Literature - General	55	0	56	55	1,699	1,810	1.8854%
PQ	Literature - Romance	56	0	0	0	568	568	0.5916%
PR	Literature - English	57	3	1	13	4,240	4,257	4.4342%
PS	Literature - American	58	0	6	27	4,469	4,502	4.6894%
PT	Literature - Germanic	59	0	1	0	357	358	0.3729%
Q	Science - General	60	0	1	0	263	264	0.2750%
QA	Mathematics	61	0	0	211	2,858	3,069	3.1968%
QB	Astronomy	62	0	4	0	228	232	0.2417%
QC	Physics	63	0	1	0	281	282	0.2937%
QD	Chemistry	64	0	2	0	289	291	0.3031%
QE	Geology	65	0	0	0	109	109	0.1135%
QH	Natural Hist; Genl geology/ecology	66	0	16	7	440	463	0.4823%
QK	Botany	67	0	0	5	142	147	0.1531%
QL	Zoology	68	0	2	13	456	471	0.4906%
QM-QP	Physiology and Human Anatomy	69	0	24	2	735	761	0.7927%
QR	Microbiology	70	0	7	0	76	83	0.0865%
R	Medicine - General	71	0	3	3	498	504	0.5250%
RA	Public Health	72	0	38	149	1,180	1,367	1.4239%
RB	Pathology	73	0	0	0	96	96	0.1000%
RC1-320;RC577-1199	Internal Medicine	74	0	24	6	694	724	0.7541%
RC321-576	Psychiatry and Neurology	75	0	107	233	1,906	2,246	2.3395%
RC1200-RC1245	Sports Medicine	76	0	0	0	41	41	0.0427%
RD-RS;RV-RZ	Medical Systems	77	0	19	22	1,313	1,354	1.4104%
RT	Nursing	78	0	27	97	1,455	1,579	1.6447%
S	Agriculture	79	9	18	4	308	339	0.3531%
T,TC,TN	Technology and Engineering	80	4	1	35	268	308	0.3208%
TA	Civil Engineering	81	0	0	1	199	200	0.2083%
TD	Environmental Technology	82	7	1	0	140	148	0.1542%
TE-TG,TL	Transportation Engineering	83	2	4	0	180	186	0.1937%
TH	Building Construction	84	0	0	0	362	362	0.3771%
TJ	Mechanical Engineering	85	0	0	0	128	128	0.1333%
TK	Electrical Engineering	86	0	0	26	458	484	0.5042%
TP	Chemical Technology	87	0	2	25	223	250	0.2604%
TR	Photography	88	0	25	93	533	651	0.6781%
TS	Manufacturing & Production Mgmt.	89	0	0	0	192	192	0.2000%
TT	Handicrafts	90	0	2	0	237	239	0.2490%
TX	Home Economics	91	0	10	0	226	236	0.2458%
U-V	Military & Naval Science	92	1	51	0	298	350	0.3646%
Y	Curriculum: (Unclassified)	93	35	4	0	1	40	0.0417%
YA-YC	-Social Studies, Political Science	94	0	256	0	1	257	0.2677%
YD,YDA-YDR	-History (Except U.S.)	95	0	10	0	0	10	0.0104%
YE	-History - United States	96	0	29	0	0	29	0.0302%
YFA-YFE	-Anthrop/Religion/Folklore/Ethnic studies	97	0	14	0	0	14	0.0146%
YFP	-Psychology	98	0	33	0	0	33	0.0344%

		CODE	DOC	MRC	RSV	MAIN	*TOTAL*	PERCENTAGE
YFS	-Sociology	99	0	10	0	0	10	0.0104%
YFT	-Career Development	100	0	7	0	0	7	0.0073%
YG	-Geography	101	0	6	0	1	7	0.0073%
YGV	-Physical Education	102	0	46	0	2	48	0.0500%
YHB-YH	-Economics & Business Education	103	0	20	0	1	21	0.0219%
YM-YMV	-Music	104	0	80	0	0	80	0.0833%
YNA-YNK	-Art	105	0	101	0	2	103	0.1073%
YPE	-Language Arts - English	106	0	581	1	13	595	0.6198%
YPF-YPL	-Language Arts - Foreign	107	0	8	0	0	8	0.0083%
YPN-YPS	-English Literature	108	0	46	0	0	46	0.0479%
YPT	-Foreign Literature	109	0	0	0	0	0	0.0000%
YPZ	-Children's Literature	110	0	982	0	15	997	1.0385%
YQA	-Mathematics	111	0	145	0	1	146	0.1521%
YQB	-General Science	112	0	77	0	1	78	0.0812%
YQC	-Physics and Physical Sciences	113	0	20	0	2	22	0.0229%
YQD	-Chemistry	114	0	5	0	1	6	0.0062%
YQE	-Earth Sciences	115	0	39	0	1	40	0.0417%
YQH	-Biology	116	0	59	0	5	64	0.0667%
YR-YRP	-Health Sciences	117	0	46	0	0	46	0.0479%
YS	-Agriculture	118	0	2	0	0	2	0.0021%
YT-YTT	-Voc & Tech Educ;Engineering	119	0	11	0	1	12	0.0125%
YTX	-Home Economics	120	0	53	0	2	55	0.0573%
YZ	-Bibliography	121	0	44	0	0	44	0.0458%
Z	Bibliography and Library Science	122	0	0	28	350	378	0.3937%
* (numeric)	Non-LC Course Reserves	123	0	0	4,746	0	4,746	4.9436%
	Government Documents	129	285	0	48	10	343	0.3573%
Prefix +		244	0	0	0	0	0	0.0000%
Prefix /		245	0	0	0	0	0	0.0000%
Prefix W		246	0	0	0	16	16	0.0167%
Prefix X		247	0	0	0	4,403	4,403	4.5863%
Numeric call number		248	0	392	5	2	399	0.4156%
Unclassified/undefined		249	7	14	0	16	37	0.0385%
T O T A L S			945	5,080	10,845	78,686	95,556	100.0000%

1985-1986 CIRCULATION ANALYSIS BY PATRON TYPE

CODE	CATEGORY	-----SERVICE DESKS-----				*TOTAL*	PERCENTAGE
		DOC	MRC	RSV	CIRC		
0	Undefined	3	12	37	338	390	0.4081%
1	U N F S P O N S O R E D	0	0	0	0	0	0.0000%
2	Graduate (alumni)	2	51	26	2,446	2,525	2.6424%
3	Governance	0	0	1	141	142	0.1486%
4	Public Relations	0	0	0	0	0	0.0000%
5	Employee spouse	1	0	0	104	105	0.1099%
10	S U S S T U D E N T	0	0	0	0	0	0.0000%
11	Florida A & M University	0	0	0	3	3	0.0031%
12	Florida Atlantic University	0	0	0	0	0	0.0000%
13	Florida International University	0	0	0	0	0	0.0000%
14	Florida State University	0	0	12	142	154	0.1612%
15	University of Central Florida	0	0	0	9	9	0.0094%
16	University of Florida	6	3	11	1,273	1,293	1.3531%
17	University of South Florida	0	0	0	10	10	0.0105%
18	University of West Florida	0	0	0	0	0	0.0000%
20	S U S F A C U L T Y	0	0	0	0	0	0.0000%
21	Florida A & M University	0	0	0	0	0	0.0000%
22	Florida Atlantic University	0	0	0	0	0	0.0000%
23	Florida International University	0	0	0	0	0	0.0000%
24	Florida State University	0	1	0	34	35	0.0366%
25	University of Central Florida	0	0	0	0	0	0.0000%
26	University of Florida	1	0	0	46	47	0.0492%
27	University of South Florida	0	0	0	0	0	0.0000%
28	University of West Florida	0	0	0	0	0	0.0000%
30	S U S S T A F F	0	0	0	0	0	0.0000%
31	Florida A & M University	0	0	0	0	0	0.0000%
32	Florida Atlantic University	0	0	0	0	0	0.0000%
33	Florida International University	0	0	0	0	0	0.0000%
34	Florida State University	0	0	0	0	0	0.0000%
35	University of Central Florida	0	0	0	0	0	0.0000%
36	University of Florida	0	0	0	6	6	0.0063%
37	University of South Florida	0	0	0	0	0	0.0000%
38	University of West Florida	0	0	0	0	0	0.0000%
39	Florida Department of Education	0	0	0	0	0	0.0000%
40	S U S I N T E R L I B R A R Y L O A N S	0	0	0	0	0	0.0000%
41	Florida A & M University	2	0	0	5	7	0.0073%
42	Florida Atlantic University	4	0	0	64	68	0.0712%
43	Florida International University	4	2	0	40	46	0.0481%
44	Florida State University	11	0	0	180	191	0.1999%
45	University of Central Florida	2	0	0	47	49	0.0513%
46	University of Florida	0	0	0	59	59	0.0617%
47	University of South Florida	3	3	0	64	70	0.0733%
48	University of West Florida	3	0	0	25	28	0.0293%
49	SUS Extension Library	0	0	0	0	0	0.0000%
50	A R E A P R O F E S S I O N A L S	0	0	0	0	0	0.0000%

CODE	CATEGORY	DOC	MRC	RSV	CIRC	*TOTAL*	PERCENTAGE
51	Educational Community/faculty	15	15	5	1,030	1,065	1.1145%
52	Business Community	8	0	8	631	647	0.6771%
53	Medical/Allied Health Community	0	2	0	351	353	0.3694%
54	Government - City	0	0	0	13	13	0.0136%
55	Government - State: Florida	0	0	0	13	13	0.0136%
56	Government - Federal	0	0	0	243	243	0.2543%
57	Social Services/Charities	0	0	0	1	1	0.0010%
60	O T H E R R E S E A R C H E R S	0	0	0	0	0	0.0000%
61	Specialized/Topical	0	0	0	194	194	0.2030%
62	Casual	0	0	0	188	188	0.1967%
63	Interlibrary referral/courtesy	0	0	0	11	11	0.0115%
66	Superintendent's 100 Scholars	14	0	0	700	714	0.7472%
80	F L I N R E S O U R C E S	0	0	0	0	0	0.0000%
81	State Library of Florida	0	0	0	21	21	0.0220%
82	Jacksonville Public Library	0	0	0	12	12	0.0126%
83	Orlando Public Library	7	1	0	86	94	0.0984%
84	Tampa Hillsborough Library System	0	0	0	27	27	0.0283%
85	Broward County Library System	0	0	0	0	0	0.0000%
87		1	2	0	25	28	0.0293%
88		1	0	0	44	45	0.0471%
90	I N T E R L I B R A R Y L E N D I N G	0	0	0	0	0	0.0000%
91		0	0	0	0	0	0.0000%
92	Florida through FLIN	10	9	0	460	479	0.5013%
93	Other Florida - Direct	27	4	0	477	508	0.5316%
94	Southeast, SOLINET, except Florida	55	11	0	299	365	0.3820%
95	Other	46	13	0	270	329	0.3443%
96	FLIN Resource Libraries	0	0	0	0	0	0.0000%
100	U N F S T U D E N T S	0	33	88	676	797	0.8341%
101	Freshman	67	21	193	5,026	5,307	5.5538%
102	Sophomore	22	106	135	2,161	2,424	2.5367%
103	Junior	62	586	2,345	10,322	13,315	13.9342%
104	Senior	162	509	3,797	13,211	17,679	18.5012%
105	Post Baccalaureate	21	391	899	7,362	8,673	9.0764%
106	Masters	116	126	1,738	9,563	11,543	12.0798%
107		0	2	13	77	92	0.0963%
108		0	0	0	0	0	0.0000%
109	Special	16	180	263	2,176	2,635	2.7575%
151	Joint UNF Programs	0	0	0	71	71	0.0743%
152	Continuing Education/non-degree	52	288	972	7,127	8,439	8.8315%
153	Sponsored student/grants	0	0	0	0	0	0.0000%
154	Makeup/not currently enrolled	21	7	15	462	505	0.5285%
199	U N F E M P L O Y E E S	0	0	0	0	0	0.0000%
200	A & P	23	251	21	777	1,072	1.1219%
201	Career Service	25	213	124	2,704	3,066	3.2086%
202	Regular Faculty	128	2,118	94	5,913	8,253	8.6368%
203	Graduate Assistant/teaching	0	0	28	135	163	0.1706%
204	Faculty Adjunct	4	110	13	634	761	0.7964%
205	O P S	0	10	0	126	136	0.1423%
208	CWSP Graduate Assistant/teaching	0	0	0	0	0	0.0000%
250	Interim/Visiting	0	0	0	6	6	0.0063%
251	Faculty paid from non-UNF sources	0	0	0	0	0	0.0000%
252	Retired/Emeritus (courtesy)	0	0	0	6	6	0.0063%

CODE	CATEGORY	DOC	MRC	RSV	CIRC	*TOTAL*	PERCENTAGE
253	Subcontractor employee	0	0	0	0	0	0.0000%
254	SUS extension faculty, assigned JAX	0	0	0	0	0	0.0000%
276	Terminated employee	0	0	7	0	7	0.0073%
290	Courtesy: faculty privilege	0	0	0	19	19	0.0199%
T O T A L S		945	5,080	10,845	78,686	95,556	100.0000%

**1985-1986 CIRCULATION ANALYSIS BY PATRON TYPE
SUMMARY**

UNF STUDENTS:	70,975	74.2758%
UNF EMPLOYEES:	13,457	14.0828%
NON-UNF BORROWERS:	8,698	9.1025%
INTERLIBRARY LOANS:	2,426	2.5388%

REFERENCE AND INFORMATION DEPARTMENT

Whew! What a year! The staff of the Reference Department consolidated the Index/Abstract Collection and the Reference Collection between the Summer and Fall semesters, resulting in one central Reference desk on the second floor. The third floor Periodicals desk is now staffed by student assistants who shelve and retrieve microformat materials. In addition, the Special Collections section, administered by Associate University Librarian Eileen Brady, moved into new quarters in the Special Collections Room, formerly occupied by the Government Documents Department. Special Collections houses Senator Jack E. Mathews' papers and memorabilia, the Eartha M. M. White Collection, University Archives, Arthur N. Sollee papers, and the Rare Books Collection. The impact of all this moving around has been the concentration of reference services at one station which is open during all reference hours. Previously, staff shortages resulted in frequent closings of the second floor Reference desk.

Other tangible services to our patrons have continued. Assistant Director Dr. Ruth Jackson and Associate University Librarian Mary Davis received a University grant to develop and test a bibliographic instruction program for freshmen English Composition classes. Eileen Brady designed and produced an automated index to the Florida Times-Union, using PC-File. In addition, Mrs. Brady unpacked and completed the initial organization by broad categories of the Jack E. Mathews papers.

The entire Reference staff has been involved in the implementation of LUIS. Library Technical Assistant II James Alderman, University Librarian Kathleen Cohen, Mrs. Brady, and Mrs. Davis have worked closely with Dr. Jackson to critique the instructional material developed for public use by FCLA. Since the Reference staff has had access to LUIS at the University of Florida since December, we look forward to its introduction to our own patrons.

The condition of the Reference Collection benefited by the presence of Library Science students taking a Reference practicum. Fifteen students worked in the Department doing special projects which included shelf checks, inventory, book ordering, and bibliography compilation.

No year would be complete without some staff turnover. Library Technical Assistants II, Glenda Morris and Melinda McClure, received their M.L.S. degrees from Florida State University in December. Ms Morris took a Reference position with St. Johns River Community College in Palatka, and Ms McClure went to the Jacksonville Public Library system. Their replacements were James Martin and Signe Evans; however, Mr. Martin stayed with the Department only a short time, resigning before the end of the fiscal year.

In retrospect, most of the year's activity has been concentrated in two areas: improvement of services to our users, and development of computer skills. The placement of a new microcomputer in the Department made it pos-

sible for the staff to learn a word processing program, to produce bibliographies and indexes more efficiently, and to streamline database searching in Dialog. The use of computers, from LUIS as an online catalog, to Dialog as an online periodical index, to Wordperfect as a word processing tool, is definitely a necessary part of Reference work.

Kathleen Cohen
Head, Reference Department

MEDIA RESOURCES CENTER

The Media Resources Center (MERC) has had an interesting year. Grants, personnel, and statistics on shelving, manual borrowing, and service were strikingly similar to FY 1984-85 figures; however, there was a 21% increase in the use of equipment. Acquisitions statistics for the year were deceiving due to an extensive weeding project.

Departmental library faculty and USPS staff remained the same, but there were several changes in the grant-funded OPS positions. Don Rhoades, filling the Florida Engineering Education Delivery System (FEEDS) sponsored position, replaced Joseph Pickett in November. In the Northeast Florida Institute for Science, Mathematics, and Computer Education (SMI) sponsored position, Ben DePiazzo replaced Matt Chitty from August to November. Chitty rejoined the MERC staff from November until mid-June when he was replaced by Kevin Kouis. Kouis and Rhoades are both UNF students.

In addition to personnel, the SMI also provided \$1,300.00 in grant funds for the procurement of middle school curriculum material in science and mathematics.

Although the FY 1985-86 budget was 24% higher than in FY 1984-85, the total number of volumes and titles did not increase proportionately because the collection was weeded heavily. Most of the withdrawn items were outdated audio-cassettes and videocassettes that appeared to be in violation of copyright. Also, several items in obsolete formats (reel-to-reel video tapes, homemade transparencies, and the single chart on record which no staff member could find) were purged from the collection. Videocassettes, especially in 3/4 inch format, represented the majority of the purchases. There were no outstanding gifts, but several film distributors with whom the Library trades regularly allowed substantial savings, or made gifts of material that would otherwise have had to be purchased. Stated goals for FY 1985-86 centered on collection development and were met.

Problem areas in MERC include security, noise, and cataloging. Security is a special concern, as the floor plan of the department makes it vulnerable to theft. In compliance with library's policy on noise, staff members were asked to make a conscious effort to be quieter and to encourage others to follow their example.

Finally, cataloging of new material and retrospective cataloging were considerably delayed by staff changes in the Cataloging Department.

The chief goals for the coming year are (1) to continue concentration on collection development to ensure that the collection is timely and in compliance with copyright, (2) to begin preservation activities to maintain the condition of the collection, and (3) to acquire material in new formats, especially compact discs. Acquisition, budget, and service statistics for FY 1985-86 are synopsized in the accompanying charts.

Diane W. Kazlauskas
Head, Media Resources Center

THOMAS G. CARPENTER LIBRARY
 MEDIA RESOURCES CENTER
 Fiscal Year 1985-1986

MANUAL BORROWING SUMMARY

	SLIDES BORROWED	PICTURES BORROWED
JULY	127	101
AUG	57	9
SEP	190	3
OCT	91	6
NOV	219	7
DEC	33	44
JAN	110	5
FEB	127	24
MAR	103	1
APR	28	31
MAY	56	2
JUNE	176	15
TOTAL	<u>1317</u>	<u>248</u>

SUBTOTAL 1,565

CIRCULATION STATISTICS

	IN-LIBRARY USE	CIRCULATION TRANSACTIONS
JULY	206	603
AUG	164	316
SEP	268	512
OCT	276	656
NOV	470	676
DEC	452	631
JAN	350	472
FEB	516	443
MAR	827	562
APR	428	583
MAY	147	410
JUNE	588	649
TOTAL	<u>4692</u>	<u>6513</u>

SUBTOTAL 11,205

TOTAL CIRCULATION FY 1985-86 12,770
 TOTAL CIRCULATION FY 1984-85 10,824

SERVICE STATISTICS

	INFORMATION 84/85 & 85/86		EQUIPMENT USED 84/85 & 85/86		EQUIPMENT INSTRUCTION 84/85 & 85/86	
JULY	212	184	386	321	192	128
AUG	131	114	168	88	113	37
SEP	176	334	318	725	154	224
OCT	309	272	660	579	337	185
NOV	225	184	388	402	205	205
DEC	49	96	113	314	50	105
JAN	273	223	389	299	183	113
FEB	324	201	380	330	163	118
MAR	143	165	332	292	93	145
APR	170	212	354	400	138	135
MAY	74	142	117	345	45	170
JUNE	163	140	288	633	91	198
TOTAL	<u>2249</u>	<u>2267</u>	<u>3893</u>	<u>4728</u>	<u>1764</u>	<u>1763</u>

THOMAS G. CARPENTER LIBRARY
 MEDIA RESOURCES CENTER
 AUDIOVISUAL COLLECTION INVENTORY
 Fiscal Year 1985-1986

TITLE COUNT

	FY 83/84	FY 84/85	ADDED	WITHDRAWN	FY 85/86
<u>CLASSIFIED MATERIAL</u>					
AUDIOCASSETTES*	767	767	11	200	578
FILMLOOPS	31	31	0	0	31
FILMSTRIPS**	566	683	2	40	645
MOTION PICTURE FILMS	427	428	12	0	440
SLIDE SETS***	368	371	4	1	374
VIDEOCASSETTES	489	519	81	47	553
TOTALS	<u>2648</u>	<u>2799</u>	<u>110</u>	<u>288</u>	<u>2621</u>

*formerly audiocassettes and instructional cassettes

**formerly filmstrips, filmstrips/audiocassettes, and filmstrip/records

***formerly slide sets and slide sound sets

VOLUME COUNT

	FY 83/84	FY 84/85	ADDED	WITHDRAWN	FY 85/86
<u>CLASSIFIED MATERIAL</u>					
AUDIOCASSETTES*	1100	1106	15	200	921
FILMLOOPS	363	363	0	0	363
FILMSTRIPS**	1140	1157	7	52	1112
MOTION PICTURE FILMS	539	540	12	0	552
SLIDE SETS***	614	617	4	1	620
VIDEOCASSETTES	550	607	115	48	674
TOTAL	<u>4306</u>	<u>4390</u>	<u>153</u>	<u>301</u>	<u>4242</u>

*formerly audiocassettes and instructional cassettes

**formerly filmstrips, filmstrip/cassettes, and filmstrip/records

***formerly slide sets and slide sound sets

UNCLASSIFIED MATERIAL

PICTURES	4677	4853	116	0	4969
SLIDES	19398	19417	215	0	19632
TOTAL	<u>24075</u>	<u>24270</u>	<u>331</u>	<u>0</u>	<u>24601</u>

**THOMAS G. CARPENTER LIBRARY
 MEDIA RESOURCES CENTER
 Fiscal Year 1985-1986**

BUDGET DISTRIBUTION

COLLEGE OF ARTS AND SCIENCES (42%)		\$11,530.40
Fine Arts (7%)	\$ 2034.70	
History (2%)	429.00	
Language and Literature (20%)	5437.70	
Natural Science (5%)	1428.00	
Psychology (8%)	2201.00	
COLLEGE OF BUSINESS (11%)		\$ 3,050.00
Business Administration (11%)	\$3050.00	
COLLEGE OF EDUCATION AND HUMAN SERVICES (24%)		\$ 6,674.32
Counselor Education (2%)	\$ 489.90	
Curriculum and Instruction (9%)	2598.17	
Human Services (12%)	3185.00	
Special Education (1%)	401.25	
ADMINISTRATION (0%)		\$ 110.00
LIBRARY (17%)		4,596.50
NURSING (4%)		1,030.00
WELLNESS CENTER (2%)		425.00
	TOTAL	\$27,416.22
	FY 1985-86	\$22,182.14

GOVERNMENT DOCUMENTS DEPARTMENT

The Documents Department moved again this year. As a result of the reorganization of the Public Services Division in Fall 1985, the Government Documents Department exchanged offices with the staff of Special Collections which permitted a much-needed expansion and a permanent location for the latter, especially the consolidation of the Jack E. Mathews papers and the Eartha M. White collection. This resulted in the relocation of the Documents service desk directly in front of the collection which enabled the staff to best serve our users. The service desk is now in full view of any patron arriving on the third floor. This arrangement has been desirable ever since the Department moved from the first floor, but other considerations prevented implementation. The new location has resulted in a twenty-six percent increase in patron assistance statistics.

The Head of Documents, recognizing the need for more bibliographic control of Florida government documents via the national data base, applied for and received a grant through the Library Services and Construction Act (LSCA), Title III, to study the feasibility of original retrospective cataloging of Florida documents. The study commenced March 31 and will continue through September 30th. It is expected to show what percentage of the pre-1968 holdings of the Florida documents collection at the State Library of Florida is cataloged in machine-readable format, and what portion of the depository and non-depository titles (1968 and later) are represented in the OCLC data base. At the conclusion of the project a recommendation will be made whether or not to originally catalog all the retrospective holdings of these collections.

The Department purchased an M300 Workstation from the LSCA grant funds for use with the project. The workstation has also been very useful to the work of the Government Documents Department. In addition to bibliographic searches and other work related to the LSCA grant, all the records updated during the SOLINET RetroCon project of 1985 were inspected and revised as needed by Joan Pickett, Library Technical Assistant II. While the execution of the task was made possible by the dedicated computer terminal, its timely completion is a tribute to Mrs. Pickett's diligence.

The usual cataloging backlog is always less than one hundred titles, and the average "aging" period is approximately four weeks. Another milestone will soon be passed: we expect to have removed all the catalog cards from the Federal catalog shortly after the beginning of the fiscal year 1987. To reach the goal of a fully automated catalog, the shelflist of Florida documents was sent to SOLINET in June and upon the completion of this retrospective conversion, we may be able to close the Documents catalogs.

The Documents staff has continued to perform in an outstanding manner. During fiscal year 1984-85 we welcomed Sarah Philips as our part-time LTA II, replacing David Jones who was hired by the Duval County School System. Mrs. Philips has learned our routines quickly and her dependability is greatly appreciated. Her reference service has been noted by users and her professional

training certainly serves our students well. Mrs. Pickett, the only full-time employee other than the librarian, continues to do more than her fair share of the work. She has learned the intricacies of two distinct, complicated computer systems and will be expected to learn a third when the FOCUS/LUIS system becomes operational. She, too, is self-directed and can be relied upon to complete a task assigned to her or which she has initiated herself. She is solely responsible for the copycat routines for new government documents, and because of her experience and understanding of the MARC format, she is able to accomplish our cataloging in a remarkably short time. A team player, she is commended here for her diligence and loyalty.

To underscore the thanks and praise just recorded, it is now noted that during fiscal year 1985-86, 16,526 individual pieces were added, 7,456 pieces were removed, a net addition to the collection of 8,770. Public contacts numbered 4,152 either in person or by telephone. In-house use of material totaled 13,106 pieces (paper and microform). All these statistics show that Government Documents is a very active department; without the dedication and cooperation of the staff we would not be able to deliver the high quality services our users have come to expect.

As of June 30, 1986, our total holdings were 113,064 hard copy (including 14,106 Florida) and 187,590 microforms. Government Documents is the second largest collection in the Library. Service demands make it apparent that there is a demonstrated need for at least another half-time position as soon as possible if we are to keep pace with the workload which is determined by the new material arriving, and the need to weed out old and obsolete items. The disruption caused by changing computer systems is beyond the scope of this report, but one assumes that eventually it will have a positive impact on our efficiency.

Furthermore, it is becoming quite difficult to provide our users the level of service they deserve and frequently demand. Many of our patrons are newcomers to the University and their first exposure to an academic library; consequently, response to the simplest question may - and frequently does - require extended query negotiation, explanation, or instruction. Added to this the staff's obligatory attendance at meetings, committee assignments, and community services, and one is reminded of Lewis Carroll's character who tried to stay in place by running at top speed.

Unrelieved staff shortage continues to preclude offering bibliographic instruction, the preparation of guides to the documents literature, and the provision of additional services that would expand the usefulness and accessibility of the collection. For the time being we can only expect to maintain our services at the current level.

Bruce T. Latimer
Head, Documents Department

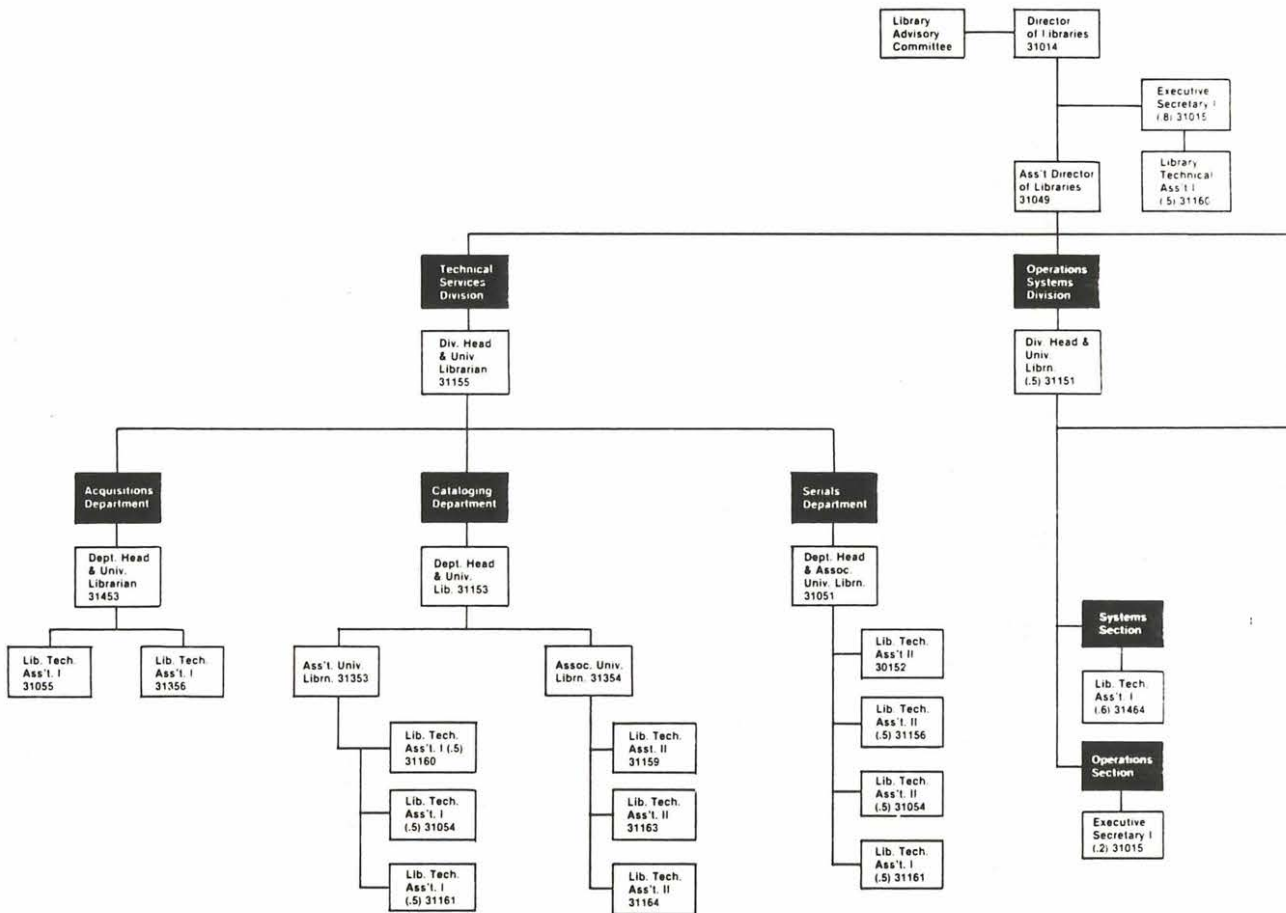
**UNIVERSITY OF NORTH FLORIDA LIBRARY
GOVERNMENT DOCUMENTS DEPARTMENT
WORKLOAD AND CIRCULATION STATISTICS 1975-85**

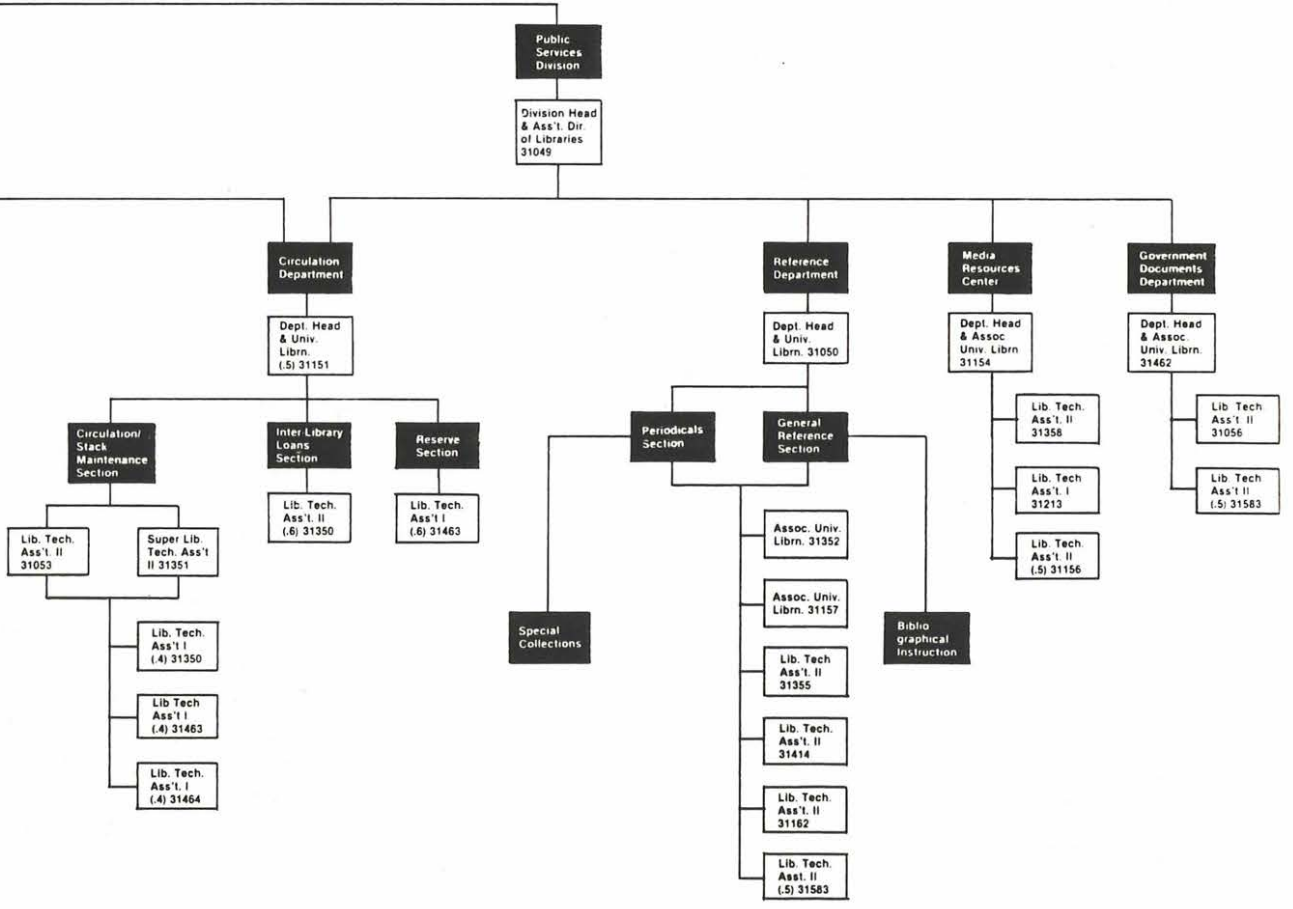
	Information	Instruction	Direction
1975-76	625	157	439
1976-77	1077	247	608
1977-78	808	152	323
1978-79	676	95	278
1979-80	796	100	106
1980-81	1089	92	153
1981-82	1701	215	304
1982-83	1585	172	272
1983-84	1509	176	408
1984-85	1797	40	148
1985-86	2287	94	387

Circulation (1)	Reference	In-house Use	
1975-76	433	(2)	135
1976-77	746	(2)	205
1977-78	755	5314	601
1978-79	755	8121	526
1979-80	1312	8535	582
1980-81	590	6207	954
1981-82	1046	8327	1533
1982-83	1071	7402	1181
1983-84	1359	8003	1079
1984-85	1508	9363	115
1985-86	1384	12105	---

- (1) Most manual circulation transactions were discontinued in January 1984.
(2) Not collected in these years.

UNIVERSITY OF NORTH FLORIDA
Table of Organization
1985-87





**LIBRARY STAFF
as of June 30, 1986**

LIBRARY FACULTY PERSONNEL

Employee	Date of Hire	Position
Eileen D. Brady	9/20/74	Periodicals Librarian
Kathleen F. Cohen	10/02/73	Head, Reference Department
Mary L. Davis	9/01/71	Reference Librarian
Andrew Farkas	5/04/70	Director of Libraries
John M. Hein	6/01/71	Head, Technical Services
Ruth M. Jackson	10/26/84	Assistant Director of Libraries & Head, Public Services
Robert P. Jones	1/14/72	Head, Circulation Department & Systems Librarian
Diane W. Kazlauskas	1/03/83	Head, Media Resources Center
Bruce T. Latimer	5/01/73	Head, Documents Department
Sheila A. Mangum	11/01/74	Head, Acquisitions Department
Angela W. Randtke	7/01/77	Assistant Cataloger
Linda L. Smith	5/08/72	Head, Cataloging Department
Victoria M. Thomas-Stanton	9/17/76	Head, Serials Department
Verna P. Urbanski	9/30/77	Associate Cataloger

UNIVERSITY SUPPORT PERSONNEL SYSTEM EMPLOYEES

Employee	Date of Hire	Position
James E. Alderman	11/01/74	Library Technical Assistant II
Shelley L. Anderson	1/18/85	Library Technical Assistant I
David T. Andreasen	6/04/82	Library Technical Assistant II
Doris Barie	8/31/79	Library Technical Assistant I
Sandra T. Bernreuter	5/28/85	Library Technical Assistant II
Sally M. Cruze	8/10/84	Library Technical Assistant I
Winona Davis (.5)	2/25/85	Library Technical Assistant I
Signe Evans	6/03/86	Library Technical Assistant II
Julia M. Fagge	5/11/84	Library Technical Assistant I
Sylvia J. Gebhart	2/03/86	Library Technical Assistant I
David Green	11/01/74	Library Technical Assistant II
Barbara Laws	10/31/78	Library Technical Assistant I
Sylvia Miller	4/07/86	Library Technical Assistant II
Carolyn Mobley	6/22/81	Executive Secretary
Sarah Philips (.5)	11/04/85	Library Technical Assistant II
Joan A. Pickett	10/24/83	Library Technical Assistant II
Peggy B. Pruet	1/10/74	Library Technical Assistant II
Doris M. Shriver	7/07/76	Library Technical Assistant II
Martha A. Solomon	9/13/71	Library Technical Assistant I-- Coordinator
Evelyn E. Trujillo	2/11/85	Library Technical Assistant II
Cynthia L. Valentine	2/13/77	Library Technical Assistant I
John M. Wawzynski	1/20/86	Library Technical Assistant I

NEW EMPLOYEES WELCOMED

EMPLOYEE	POSITION	DEPARTMENT
Signe Evans	Library Technical Assistant II	Reference
Sylvia J. Gebhart	Library Technical Assistant I	Acquisitions
James P. Martin	Library Technical Assistant II	Reference
Sylvia Miller	Library Technical Assistant II	Cataloging
Sarah Philips	Library Technical Assistant II	Documents
John Wawzynski	Library Technical Assistant I	Cataloging/Serials

RECLASSIFICATION & PROMOTION

EMPLOYEE	FROM	TO
Shelley L. Anderson	LTA I	LTA II
Doris Barie	LTA I	LTA II
Martha A. Solomon	LTA I	LTA I-Coordinator*

*Reclassification

TERMINATIONS - USPS EMPLOYEES

Employee	Position	Effective Date
Rosalynde Cowdrey	LTA II/Cata.	10/31/85
Grace Ekins	LTA II/Serials	5/28/86
David M. Jones	LTA II/Docs.	10/03/86
Laura A. Karabinis	LTA II/Cata.	10/17/85
Melinda S. McClure	LTA II/Ref.	4/14/86
James P. Martin	LTA II/Ref.	6/27/86
Glenda Morris	LTA II/Ref.	3/01/86
Bruce W. Rouzie	LTA I/Circ.	3/13/86
Frances L. Taylor	LTA II/Cata.	1/23/86

L I B R A R Y D I S P L A Y S - 1985-86

<u>DATE</u>	<u>TOPIC</u>	<u>LOCATION</u>
July 1985	Patriotic July 4th. Display including fireworks Nursing Program-initial accreditation recognition Jacksonville Shell Club "Shell Show" July 26-28	Reference case Atrium Reference case
August	New books display Taylor Caldwell - In Memoriam "Keep Tracking Down New Books" display using train tracks	Atrium Reference case Reference case
September	Banned Books display "Celebrating the Freedom to Read" by ALA	Atrium & Reference Case
October	"Brush up on new Art Books" using artist brush and palette National Higher Education Week honoring faculty, Oct. 19-26th. United Nations 40th Anniversary Halloween "America's top Ghostbusters" Ed & Lorraine Warren speaking on UNF campus	Reference case Atrium Reference case Reference case
November	Children's Book Week New books display	Reference case Atrium
December	National Deaf Heritage Week Children's books for Christmas gifts New books display with Christmas decorations	Reference case Reference case Atrium
January 1986	Three cases of new book jackets Dr. Martin Luther King, Jr. birthday observance New books display	Concourse Reference case Atrium
February	New books display with Valentine theme	Atrium & Reference case
March	National Women's History Week & official poster Annual Delius Festival; books and record jackets, past programs Artist Georgia O'Keefe In Memoriam New books - St. Patrick's Day theme Author Bernard Malamud In Memoriam	Atrium Atrium Reference case Atrium Reference case
April	"Do you read music" using new music book jackets National Library Week	Reference case Reference case

<u>DATE</u>	<u>TOPIC</u>	<u>LOCATION</u>
May	Distinguished Professor Award annual display: Dr. Gerson Yessin New Books	Atrium Reference case
June	New books with flag for patriotic theme "Images of Liberty" poster display on walk Salute to the Statue of Liberty using UNF Library books available	Atrium Reference area Reference case

All displays were scheduled, organized and prepared by Doris Shriver (Media Resources Center).

1986-87

I N T R O D U C T I O N

It is reported with great satisfaction that fiscal 1986-87 was the third in a row with increased funding for resources and major advances in automation.

Capitalizing on the fact that the departmental reports prepared by the respective administrative Heads are more detailed than in previous years, this introduction mentions only briefly the highlights of the past year's activities. The extensive statistical charts well amplify the departmental accounts, and the wealth of data offers the reader a concise and easily decipherable overview of the varied and complex activities all aimed at the fulfillment of the library's primary mission: service.

In the wide range of topics and events which these annual reports chronicle, there remains a recurring theme in the narratives: the need for more personnel. Staffing deficiency has been recognized and the problem brought to the attention of the appropriate authorities in Tallahassee by the President and Vice President of the University. It is hoped that some relief will be forthcoming in the next couple of fiscal years.

Staff shortage used to be most strongly felt in the Public Services area, but the magnitude of recent increases in the resources budget made it a major concern for the Acquisitions and Cataloging Departments as well. Recognizing the near-crisis need, Dr. Bardo, Vice President for Academic Affairs, assigned one new library faculty position at the beginning of fiscal year 1986-87. It was the first position of any kind to come to the Library since 1975.

This laudable gesture did not bring immediate relief. In order to derive the greatest productivity from the position, it was temporarily transferred to the Florida Center for Library Automation (FCLA) and filled with a skilled programmer whose assignment was to work exclusively on the UNF database. This temporary arrangement brought us to the head of the interinstitutional queue in the lineup for the implementation of the NOTIS circulation system.

In early April 1987, the Library resolved its conflict with the circulation turnkey system vendor, C.L. Systems Inc. (CLSI). For details see the Systems/Operations Division report. Indemnity payment from CLSI replaced the funding of the temporary position at FCLA, and we were able to begin the recruitment process for an Assistant Head of Circulation in late spring.

A recurring problem that has found a partial resolution this year is library hours. University and library administrators have been aware of the demand for extended hours, a need that has become more pressing following the completion of student housing on campus. Inevitably, library operating hours are determined by the availability of staff, our most static commodity. In search of a viable compromise, we introduced a ten-day period of extended hours prior to and during final examinations. The innovation was greeted with enthusiasm.

Funds permitting, we intend to continue this arrangement until additional personnel allows the permanent increase of library hours.

The new online catalog known as LUIS, the acronym for Library User Information Service, became available at UNF in September 1987. In order to make the community aware of the importance of this quantum leap in user service, we organized a large scale dedication ceremony. It was attended by students, faculty, President Curtis L. McCray and other administrators, UNF Foundation Board members, and distinguished guests, including Regent Cecilia Bryant and Student Regent Susan Ajoc. Vice President Bardo welcomed the guests, and the Director of Libraries gave the main address explaining the history and importance of the automated online catalog.

Exploiting the punophilic acronym "LUIS" and to best capture the attendees' imagination, we asked a colleague to "impersonate" the system as King LUIS. A long-time friend and colleague, Bill Condon, (Corporate Librarian of Blue Cross-Blue Shield of Florida), volunteered his services. Clad in pseudo-17th century royal garb complete with a crown and dress sword, Bill delivered an extremely witty monologue about the main features of the system, specifically mentioning his "royal titles, subjects, and even authors." The audience was immensely amused and gave him a resounding round of applause. Library Technical Assistant Cynthia Valentine concluded the program with two Schubert songs, followed by the symbolic ribbon cutting by Regents Bryant and Ajoc. According to all feedback, the event was a success.

And LUIS? "He" is well, thank you. The system is working problem-free. Reader acceptance has been remarkably rapid and nearly universal. There remains a small group of traditionalists unwilling to wean themselves from the card catalog despite oversized signs that it is now "dead." Other users have repeatedly expressed great enthusiasm about the many advantages of an automated online catalog. According to plans, the card catalog is no longer kept up to date; it is retained only as an emergency backup until the LUIS database will become available on microfiche.

In addition to recognizing the outstanding and timely developmental work provided by Director Jim Corey and his staff at FCLA, a word of thanks is due once more to the Florida Legislature, whose generous funding made the purchase of the start-up contingency of computer hardware and furniture possible, and without which the system could not have succeeded. User experience indicates that for the duration, the library has had an adequate number of public access terminals on all floors. As enrollment and user demand increase, additional terminals will have to be installed.

Concurrently with the extensive automation available to us, we should not and we do not - lose sight of the intellectual contents and collecting objectives of the Library. Guided by a sound acquisitions policy, we systematically exploit all available means to develop a balanced collection to the extent human and monetary resources permit. Incoming faculty members are always surprised at the depth and breadth of our holdings in their areas of specialization despite the youth of our library. Further testimony to the quality of the collection is the large quantity of interlibrary loan requests we receive from other institutions. Statistics historically show that we lend roughly three times as many resources as we borrow.

The recent surge in collecting activities was made possible by the substantial funding increases of the past three years. The most recent 18% increase resulted in the largest resources budget in the Library's history in terms of dollar amount, if not in purchasing power. It must be reiterated that we are greatly encouraged by the fact that an upward trend has been established; it is taken as a sign of recognition of the vital role the library plays in the educational process.

Library Science courses continue to serve the small but persistent demand of those wishing to obtain state certification as school media specialists. Since the conclusion of the Master of Library Science program that was offered in Jacksonville through extension by Florida State University, there has been a notable increase in class sizes. The graduates of this certificate program who enter the regional labor pool continue to fill vacancies for school media specialists in Duval and neighboring counties.

In April 1987 the Library conducted its second book sale since moving to the new library building. The sale lasted for two and a half days. The accumulated material donated for the purpose generated \$2,246 for the Friends of the Library account. We are grateful to all our benefactors whose generosity over the years made the book sale - and the revenue - possible.

An additional source of income for the Friends of the Library account remains the duplicates of the gift reprint material the UNF Foundation has accepted on behalf of the Library in 1981. Small quantities of the unwanted portion of this collection continue to sell through the services of a second hand dealer in New York. Some of the proceeds have been used for the purchase of equipment for which no state funding has been available, e.g., microcomputers, printers, and other computer accessories. These purchases placed personal computers and word processing software within easy reach of the entire staff. To increase productivity and reduce staff dependency on clerical support, which is in short supply, the professional staff has learned to use WordPerfect, the accepted word processing software of the Library.

In July 1986 we introduced a New Books shelf. The Assistant Director and the Director select a representative segment from new purchases for display near the Reference desk. Patrons welcomed this innovation; experience shows that these books are removed from the display shelf and checked out with steady regularity.

Staff involvement in the development and adoption of statewide automation plans and services caused a dramatic increase in travel requirements. Members of the FCLA governing board and other interinstitutional committees must attend meetings held around the state. This, coupled with other travel demands for professional development purposes, has placed an unusual strain on the Library's travel budget. Because only state-mandated travel is reimbursed in full, other professional travel is regarded as optional and the bulk of the expense must normally be borne by the traveler. It is hoped that state subsidy for professional travel will increase.

Staff development, an activity that was featured in the 1984-85 Annual Report (and filled 14 pages), continues to flourish. A few individuals deserve special mention. Reference Department Head Kathy Cohen has earned a Master's degree in History, and Library Technical Assistant Jim Alderman will receive

his Master's in English in August. Accomplishments beyond recognized excellence in assigned duties have earned Eileen Brady, Bruce Latimer, and Verna Urbanski a promotion from Associate to full University Librarian.

As we celebrate the fifteenth anniversary of the opening of the University of North Florida and its Library, it is fitting and proper to give due recognition to the individuals who directly or indirectly serve the patrons: the library staff. Beyond the realm of legal transactions, an organization is not an abstract entity, but rather the aggregate of the women and men who bring it to life. It succeeds only if the employees share a vision that guides them in their work toward a common goal. Consequently, beyond material resources and fiscal stability, the key to success is staff. The building is only bricks and mortar, the spirit and essence of an organization is its people.

In this respect the Thomas G. Carpenter Library has been fortunate. The staff is unusually stable. Twelve of the fourteen library faculty have been employed here for over ten years, five of them began service one or two years before opening day in 1972. This is an unusual record for an institution that admitted its charter class only fifteen years ago. It offers stability, continuity, a permanence that enables the staff to conceive and germinate ideas, do the planning, and bring to fruition projects that would otherwise remain incomplete, skewed, or abandoned.

It must be recorded that the employees never waived in their commitment, regardless of the nature of the tasks at hand. They participated in all phases of physical and intellectual work in creating the Library, taking the initiative when necessary, and responding to needs beyond the call of duty. Understaffing necessitates efficiency, and as it has been observed before, the staff has always made a commendable effort to increase efficiency to compensate for the absence of new positions. In summary, they have always met the diverse demands placed upon them with panache.

The staff grew up - professionally speaking - in the automation age which represents the most progressive and innovative phase in the history of libraries. As the field developed, the majority of the staff eagerly embraced the new technology, trying to exploit it in their daily work. We are keenly aware that automation is not the end but the tool used to facilitate and expedite repetitive tasks, and to increase the sophistication and accuracy of intellectual work. The field evolves at such a rapid pace that the hard- and software we routinely use today did not even exist a decade ago and their technologies are expected to be obsolete in half that time. The significance of this epoch will be measurable only with the passage of time, in retrospect, but the challenge and excitement belong to the moment.

As the founding Director of this Library, I can unequivocally state that the quality of resources attained and quality of service maintained in the past decade and a half were made possible by the hard work and dedication of the professional and paraprofessional staff. Because of their collective expectation of themselves and the high performance standards they have set, the individual staff members have repeatedly earned unsolicited compliments for themselves and for the library as a whole.

These observations should not be taken for an administrator's self-complimentary musings, but rather as the Director's public gesture of thanks to respected colleagues. It is their contribution that has made the Thomas G. Carpenter Library a well-functioning academic support unit in which the entire university can take pride. I am happy to give this well-deserved recognition to my staff, not unlike a conductor to his orchestra who knows that although he stands at the helm, it is the players who make the music.

Thank you all!

Andrew Farkas
Director of Libraries

**UNIVERSITY OF NORTH FLORIDA LIBRARY
LIBRARY BUDGETS 1981-1987**

	1981-82	1982-83	1983-84	1984-85	1985-86	1986-87
TOTAL LIBRARY BUDGET	\$1,151,959	\$1,114,549	\$1,195,668	\$1,506,849	\$1,567,152	\$1,825,047
PERSONNEL						
LINE ITEM	\$632,810	\$671,422	\$664,809	\$799,932	\$818,236	\$951,404
OPS	\$74,118	\$55,324	\$54,222	\$61,500	\$56,545	\$55,869
TOTAL	\$706,928	\$726,746	\$719,031	\$861,432	\$874,781	\$1,007,273
% OF BUDGET	61.37	65.21	60.14	57.17	55.82	55.19
OPERATING EXPENSE	\$42,023	\$43,570	\$52,030	\$65,123	\$57,411	\$57,625 (1)
% OF BUDGET	3.65	3.91	4.35	4.32	3.66	3.16
EQUIPMENT (OCO)	\$0	\$0	\$0	\$1,537	\$185	\$4,838
% OF BUDGET	0.00	0.00	0.00	0.10	0.01	0.27
BOOKS & RESOURCES	\$403,008	\$344,233	\$424,607	\$578,757	\$634,775	\$755,311
% OF BUDGET	34.98	30.89	35.51	38.41	40.51	41.39

(1) Of which \$12,463 was spent from "Book OCO."

LIBRARY BUDGET AS PERCENTAGE OF TOTAL UNIVERSITY E & G BUDGET 1981-1987

	1981-82	1982-83	1983-84	1984-85	1985-86	1986-87
TOTAL LIBRARY BUDGET	\$1,151,959	\$1,114,549	\$1,195,668	\$1,506,849	\$1,567,152	\$1,825,047
UNIVERSITY E & G BUDGET	\$16,203,995	\$16,503,060	\$17,625,896	\$20,131,445	\$21,468,153	\$23,740,366
% OF E & G BUDGET REPRESENTED BY LIBRARY	7.11	6.75	6.78	7.49	7.30	7.69

UNIVERSITY OF NORTH FLORIDA LIBRARY
Summary Volume/Piece Inventory
1981/82-1986/87

TEXTUAL MATERIALS:	HELD					HELD
	6/30/82	6/30/83	6/30/84	6/30/85	6/30/86	6/30/87
1. HARD COPY, EYE-READABLE						
a. Monographs and Serials	266,689	274,118	283,212	297,525	313,563	328,604
b. Music Scores	3,874	4,182	4,383	4,423	4,472	4,547
c. Annual Reports	15,508	15,508	15,508	12,736	11,143	13,075
d. College Catalogs	957	957	957	957	957	1,138
e. Government Documents	90,741	97,195	103,438	107,892	113,064	116,357
	<u>377,769</u>	<u>391,960</u>	<u>407,498</u>	<u>423,533</u>	<u>443,199</u>	<u>463,721</u>
2. MICROFICHE PIECES						
a. Monographs and Serials	5,498	5,830	6,545	10,222	16,581	22,714
b. Music Scores	486	486	486	486	486	486
c. Annual Reports	49,779	51,798	55,074	58,089	60,409	62,714
d. College Catalogs	3,622	3,622	3,622	4,840	2,935	4,238
e. ERIC & Newsbank	303,416	321,612	342,078	363,805	379,736	397,343
f. Government Documents	125,928	134,629	141,340	144,710	186,288	194,368
	<u>488,729</u>	<u>517,977</u>	<u>549,145</u>	<u>582,152</u>	<u>646,435</u>	<u>681,863</u>
3. MICROFILM REELS						
a. Monographs and Serials	15,605	15,970	16,545	17,038	17,571	17,898
b. Government Documents	1,269	1,287	1,295	1,302	1,302	1,315
	<u>16,874</u>	<u>17,257</u>	<u>17,840</u>	<u>18,340</u>	<u>18,873</u>	<u>19,213</u>
NON-TEXTUAL MATERIALS:						
1. CARTOGRAPHIC MATERIALS						
a. Maps	4,369	4,576	4,743	5,037	5,120	5,199
2. AUDIOVISUAL MATERIALS						
a. Audiocassettes	1,078	1,105	1,145	1,151	966	968
b. Audiodiscs:CD	0	0	0	0	0	398
c. Audiodiscs:LP	5,695	5,701	6,329	6,310	6,288	6,413
d. Audio Reels	12	12	12	11	0	0
e. Cards	11	11	11	11	11	12
f. Charts	12	12	13	13	12	12
g. Film Loops	363	363	363	363	363	363
h. Filmstrips	1,279	1,288	1,313	1,351	1,282	1,113
i. Games	9	9	9	9	9	9
j. Kits	538	542	544	544	546	566
k. Motion Pictures	546	546	539	540	552	553
l. Pictures/Portraits	4,232	4,677	4,677	4,853	4,969	5,422
m. Posters	42	42	42	42	42	42
n. Slides, Art	19,264	19,278	19,398	19,417	19,632	20,008
o. Slide Sets	590	609	619	622	624	651
p. Transparencies	152	152	149	136	0	0
q. Videocassettes	497	512	550	607	674	850
r. Video Reels	6	7	7	7	0	0
	<u>34,326</u>	<u>34,866</u>	<u>35,720</u>	<u>35,987</u>	<u>35,970</u>	<u>37,380</u>

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department
Materials Expenditures 1981-1987

MATERIALS:	1981-1982	% OF	1982-1983	% OF	1983-1984
CONTINUATIONS		TOTAL		TOTAL	
NEWSPAPERS	\$3,706.79	0.92	\$3,607.05	1.05	\$2,906.37
SERVICES	\$23,793.87	5.90	\$26,102.96	7.60	\$28,230.07
STANDING ORDERS	\$25,009.38	6.21	\$24,016.24	7.00	\$28,520.54
SUBSCRIPTIONS	\$133,549.93	33.14	\$126,872.62	36.96	\$133,656.00
SUBS-MICROFORM	\$22,797.50	5.66	\$25,313.12	7.37	\$23,386.10
SUBTOTAL	\$208,857.47	51.82	\$205,911.99	59.99	\$216,699.08
MATERIALS:					
NON-CONTINUATIONS					
AUDIO-VISUAL	\$11,048.65	2.74	\$1,822.60	0.53	\$22,954.41
BACKFILES	\$1,275.37	0.32	\$2,994.75	0.87	\$1,273.85
BACKFILES-MICRO	\$27,884.98	6.92	\$501.00	0.15	\$189.30
BOOKS-APPROVAL	\$52,577.50	13.05	\$32,970.81	9.61	\$67,015.72
BOOKS-ORDERED	\$31,231.18	7.75	\$21,990.27	6.41	\$59,576.76
CURRICULUM	\$2,937.35	0.73	\$239.09	0.07	\$1,403.88
DOCUMENTS	\$3,475.00	0.86	\$175.00	0.05	\$2,799.50
MISCELLANEOUS	\$5,045.55	1.25	\$1,622.19	0.47	\$183.41
SUBTOTAL	\$135,475.58	33.62	\$62,315.71	18.15	\$155,396.83
TOTAL EXPENDED					
FOR MATERIALS	\$344,333.05	85.44	\$268,227.70	78.14	\$372,095.91
PROCESSING:					
BINDING-BOOKS	\$758.42	0.19	\$701.61	0.20	\$2,609.64
BINDING-JOURNALS	\$19,848.87	4.93	\$20,262.98	5.90	\$22,869.22
POSTAGE, HANDLNG	\$6,547.41	1.62	\$7,353.04	2.14	\$8,568.78
SOLINET	\$31,520.70	7.82	\$41,311.61	12.03	\$18,463.83
SUPPLIES	\$0.00	0.00	\$5,406.00	1.57	\$0.00
SUBTOTAL	\$58,675.40	14.56	\$75,035.24	21.86	\$52,511.47
GRAND TOTAL EXPENDED					
FOR MATERIALS	\$403,008.45	100.00	\$343,262.94	100.00	\$424,607.38

% OF TOTAL	1984-1985	% OF TOTAL	1985-1986	% OF TOTAL	1986-1987	% OF TOTAL
0.68	\$2,933.22	0.51	\$2,898.27	0.46	\$3,407.77	0.45
6.65	\$29,135.15	5.03	\$36,146.62	5.69	\$40,214.46	5.32
6.72	\$30,866.51	5.33	\$32,385.66	5.10	\$33,013.82	4.37
31.48	\$147,453.58	25.48	\$164,094.80	25.85	\$182,817.02	24.20
5.51	\$25,190.10	4.35	\$27,187.77	4.28	\$31,518.71	4.17
<u>51.04</u>	<u>\$235,578.56</u>	<u>40.70</u>	<u>\$262,713.12</u>	<u>41.39</u>	<u>\$290,971.78</u>	<u>38.52</u>

**MATERIALS:
NON-CONTINUATIONS**

5.41	\$23,528.94	4.07	\$24,716.13	3.89	\$40,074.78	5.31
0.30	\$10,325.75	1.78	\$3,630.95	0.57	\$2,015.00	0.27
0.04	\$5,252.10	0.91	\$3,882.04	0.61	\$1,197.60	0.16
15.78	\$132,660.10	22.92	\$150,757.45	23.75	\$200,751.26	26.58
14.03	\$81,514.46	14.08	\$87,068.08	13.72	\$109,053.15	14.44
0.33	\$1,068.43	0.18	\$1,961.94	0.31	\$14,062.15	1.86
0.66	\$4,877.65	0.84	\$11,519.00	1.81	\$5,829.95	0.77
0.04	\$1,283.45	0.22	\$5,664.84	0.89	\$3,266.07	0.43
<u>36.60</u>	<u>\$260,510.88</u>	<u>45.01</u>	<u>\$289,200.43</u>	<u>45.56</u>	<u>\$376,249.96</u>	<u>49.81</u>
87.63	\$496,089.44	85.72	\$551,913.55	86.95	\$667,221.74	88.34

PROCESSING:

0.61	\$1,551.43	0.27	\$1,646.04	0.26	\$5,080.65	0.67
5.39	\$18,396.07	3.18	\$18,273.56	2.88	\$19,784.34	2.62
2.02	\$10,754.58	1.86	\$12,405.53	1.95	\$13,831.70	1.83
4.35	\$51,965.58	8.98	\$48,032.28	7.57	\$45,052.18	5.96
0.00	\$0.00	0.00	\$2,503.64	0.39	\$4,340.45	0.57
<u>12.37</u>	<u>\$82,667.66</u>	<u>14.28</u>	<u>\$82,861.05</u>	<u>13.05</u>	<u>\$88,089.32</u>	<u>11.66</u>
100.00	\$578,757.10	100.00	\$634,774.60	100.00	\$755,311.06	100.00

TECHNICAL SERVICES DIVISION

The past fiscal year was one of the most rewarding ever for the Technical Services Division. It was during this year that many previous years of work and planning came to full fruition when, on September 17, LUIS (for Library User's Information System) was officially dedicated at the University of North Florida. Serving as the computerized online catalog component of NOTIS (Northwestern Online Total Information System), LUIS has now been installed at all nine State University System (SUS) of Florida libraries, thus giving a great deal of cohesiveness to library automation efforts throughout the System.

While the UNF Library has been providing online public access to its computerized bibliographic records for the past four years, the CLSI LIBS100 system which supported that function was never expanded to the point where the Library's card catalogs could be retired. It was only through a statewide effort begun in 1984--mandated by the Board of Regents, adequately funded by the Legislature, and focused through the Florida Center for Library Automation (FCLA)--that a sufficiently powerful system could be put in place to handle the large number of terminals which must be provided to support a fully automated bibliographic system.

Even though the results may be judged, at this point, to be spectacular, the process has not been easy. Regular readers of these reports may recall that, over the previous two fiscal years, there had been a great deal of effort expended on the problem of "off-loading" the Library's MARC (Machine Readable Cataloging) records from the CLSI LIBS100 system. While last year's report was able to record a successful conclusion to that project, a considerable amount of effort had to be subsequently expended by FCLA programmers to the deciphering and arranging of the data that was retrieved from the LIBS100 in order to make it intelligible for loading into the Library's NOTIS database. That process took from mid-April to late July, 1986. Finally, on Saturday, July 26, the University of North Florida Library had a fully operational NOTIS database. At that point, too, the Cataloging Department, Serials Department, and Government Documents Department were faced with the enormous burden of maintaining three separate bibliographic systems: the card catalogs, the CLSI LIBS100 (which had to continue to support circulation), and NOTIS.¹ In order to avoid an unacceptable cataloging backlog, changes had to be made very quickly.

¹. The Government Documents Department is not administratively part of the Technical Services Division. While the Department takes responsibility for the bulk of its own cataloging and inventory control, it follows the guidelines of the Cataloging Department for automated system use and it relies on that Dept. for original cataloging and for all subject and name authority control. The Documents Department had, in fact, ceased maintaining its card catalogs two years earlier when it was found that the CLSI LIBS100, in conjunction with other published bibliographic finding tools for documents, provided adequate access to its collections.

While the need to maintain a rather strict congruence between the Library's LIBS100 and NOTIS databases continued during the entire fiscal year², once the LUIS terminals were opened to the public, and the Reference Department had established confidence in system reliability, the filing of cards into the main public catalogs was discontinued with few regrets and considerable relief. For the first time, the Library became fully dependent upon automated bibliographic retrieval, and there was no turning back. While the catalogs were not removed or made inaccessible, by the end of the fiscal year they were seriously out of date by virtue of lacking entries for the entire year's new acquisitions. Large signs warn readers that the card catalogs are not being maintained, but many continue to use them presumably on the assumption that at least what is there is accurate. This belief becomes increasingly less valid as time passes because of the considerable amount of recataloging and withdrawing that occurs in the normal course of events. It will shortly become necessary to take the plunge and remove the catalogs from the public areas.

With the advent of the Library's NOTIS database, efforts began immediately to upgrade the quality of individual records contained therein. As part of a system-wide project funded by FCLA, the Library's NOTIS bibliographic records were copied onto tape and were sent to BNA (Blackwell North America) for authorities processing. As part of this process, all name and subject headings were passed against an automated file of current Library of Congress headings and, where UNF's version of the heading was detected as being out of date, it was upgraded to the current form. As a byproduct of this procedure, a file of MARC authority records was prepared corresponding to the headings used in UNF's bibliographic records. Subsequently, the upgraded bibliographic records were reloaded into the Library's NOTIS database, and the authority records were used to establish an online authority file which is now accreted and maintained as a routine part of the cataloging process and will eventually be used to produce online cross references for the public.

Shortly after the BNA headings upgrade project was completed, the Florida Center for Library Automation was able to load the entire authority file of Library of Congress Subject Headings into a separate NOTIS database from which all institutions can derive subject authority records into their respective institutional databases. UNF catalogers began doing so as soon as the file was made available.

2. For those with a technical interest in the situation, both the NOTIS and CLSI systems use relational database structures whereby the physical inventory or "item" record (which contains the barcode number of the book or other resource) is discrete from the bibliographic or catalog record which actually describes the work. Because the Library had to continue to use the CLSI system for circulation purposes, the "item" records had to continue being maintained on that system and only the LIBS100 file of MARC bibliographic records was replicated on NOTIS. Unfortunately, since there is no inherent "pointer" between CLSI LIBS100 "item" records and NOTIS bibliographic records, the LIBS100 bibliographic display file (the so called Title File) has also had to be meticulously maintained because it contains the only reliable link (the OCLC number) between the two systems. The situation has added considerable complications and subtleties to the cataloging process.

In March, FCLA released its OCLC/NOTIS Interface (ONI) software for general SUS use (an early version of the program had been used by the University of Florida since 1984). This facility allows a library to call up a record on an OCLC terminal and either capture the screen image onto a floppy disk or send it via a cable connection to an IBM PC/XT which is, itself, connected to NERDC (the Northeastern Regional Data Center at Gainesville, which is the host Center for NOTIS). Once the records have been captured into files on the PC/XT, they are processed and then transmitted to NERDC where they are reconstructed into MARC records acceptable for loading into the NOTIS databases. The entire process is the logical result of wishing to minimize the time between cataloging a book on OCLC and having its record appear in the local database (typically, this process depends on the receipt of magnetic tapes from OCLC through the mails). UNF began using the interface as soon as it was made available, and it is now an integral part of the cataloging process. In addition to bibliographic records, name and series authority records are also captured for loading into the NOTIS database. This capability has the immediate effect of making added resources known to library staff and users in the shortest possible time, and, when the acquisitions routines are moved to NOTIS, it will be an essential method of deriving bibliographic data as part of the pre-order process.

Having established the NOTIS bibliographic database, attention turned, during the second half of the fiscal year, to the problem of transferring the physical inventory records (the "item" records) from the CLSI LIBS100 to NOTIS. While the problem is not comparable in complexity to that which surrounded the bibliographic records, it is nonetheless necessary to write almost totally new software to handle the process on the NOTIS side (CLSI provides a stock program which offloads item records onto magnetic tape), and the necessity of carefully documenting the specifications which are to be followed took many weeks. As of the present writing, it is expected that the software will be ready for testing at the beginning of the next fiscal year with the expectation that the item file transfer will be accomplished shortly thereafter. When the inventory records are resident on NOTIS, it will no longer be necessary to maintain the CLSI LIBS100, and the cataloging process should become that much more efficient for not having to remain knowledgeable about two different systems.

For those of us who, over the years, have worked with various levels and types of automated support for library functions, the advantages of the power of a mainframe-based system have been immediately apparent. So, too, are the advantages of having support personnel exclusively at the service of a system which is itself dedicated solely to library functions. Once having been through the difficult process of establishing the Library's NOTIS database, the progress, from that point on, has been continuous and rapid. Practically each week has seen the initiation of a new capability or the further refinement of an existing one. Staff already used to dealing with local MARC records have adapted quickly to the new online system, and new staff members have been easier to train to the extent that they do not have to be taught to deal with both manual and computer-based records.

If funding remains adequate, the future of automated library services, both at UNF and within the SUS, looks quite bright. Within the next fiscal year, it is our intention to begin preparing to use the NOTIS Acquisitions Subsystem, and we are particularly anxious to begin recording serials issue receipts online so that this information is immediately available to library staff and users.

Further details of our NOTIS implementation and of the other important activities of the Technical Services Division may be read in the reports of the constituent departments which follow.

John M. Hein, Head
Technical Services Division

ACQUISITIONS DEPARTMENT

Fiscal year 1986-87 was one of the best years ever for our materials budget. The Florida Legislature maintained its commitment to stabilize State University System library funding. Overall, the SUS libraries realized an 11.5% increase over last year as funding rose from \$13,100,000 to \$14,600,000, while the Carpenter Library's share increased 18.6% -- from \$644,296 to \$764,124. Legislative language again prevented funds from being converted to cover existing personnel and equipment needs exacerbated by the increased budget. This was a mixed blessing, as we realized significant increases in collection strength but sometimes lacked the personnel to accomplish certain tasks in a timely manner.

This year's budget was large enough to cover most current needs for books and audio-visual materials plus make sizable reductions in the backlog of requests from the disastrous budget years of 1981-84. An approximate breakdown of our allocation was as follows: serials, \$291,000; binding, \$25,000; books, \$310,000; cataloging expenses, \$45,000; Media Resources Center (audiovisual & curriculum), \$54,000; documents, \$6,000; periodical backfiles, \$3200; circulation system maintenance, \$12,500. The remaining funds covered miscellaneous expenses such as postage & handling charges, computer software, etc.

Approximately 58% of new books were purchased through an approval program with Ballen Booksellers International, allowing us to receive and review weekly shipments of newly published titles in various disciplines. This year we reviewed 7,673 volumes and rejected 312 for a 4% return rate. The 7,361 volumes we kept cost an average of \$27.26.

We also purchased over 4,500 volumes through the firm order process, covering requests for older materials or newer items not available through the approval plan. Special projects were undertaken in computer and mathematical sciences, continuing to update the reference collection, and acquiring some eight years' worth of monographic titles indexed in the Essay and General Literature Index. We also continued to review many sale catalogs, especially from University Press publishers and remainder dealers. Our per volume cost for firm orders averaged \$24.17.

Funding for the Library's Media Resources Center (MERC) doubled this year, resulting in significant increases in several areas. We purchased almost 900 volumes for the curriculum collection, over 150 films/videocassettes, 250 records, a new circulating collection of more than 400 compact discs, and other assorted media. Both Acquisitions and MERC personnel had to spend quite a bit of time dealing with various problems caused by an increasing amount of defective media, especially films and videocassettes.

Because of the generous budget we were hard pressed to find adequate time for reviewing the numerous gift volumes received. Staff members spent much of the summer of 1986 working on several large gifts received late in the previous fiscal year. In addition, we received nearly 4,000 gift volumes this fiscal

year, of which some 1,200 volumes were kept.

Our accounts payable and financial reporting were computerized in the previous year. This year, after acquiring a personal computer dedicated to acquisitions functions, the Head of Technical Services developed programs for special list orders and out of print and leisure desiderata. Pre-order searching was switched from the LIBS to the NOTIS/LUIS system, further simplifying that function and making it even less time consuming. In April we purchased Bowker's Books in Print system on CD-ROM, which should enhance our capabilities for obtaining more current prices and correcting faulty bibliographic information on request cards.

High budget years, wonderful as they are, put Acquisitions staff under pressure that could be eased with the addition of more part-time help from January-June. With the constraints of the quarterly release system forcing us to purchase most of our monographs and media resources during the third and fourth fiscal quarters, we must order and receive new items in a relatively short time span and then face the problem of having almost all the material come back to us from Cataloging to be physically processed for the shelves. Unless it is handled quickly, the processing backlog builds up rapidly and there is simply no place to store it. This is a function traditionally not assigned to Acquisitions. In light of the demands placed on the Acquisitions staff, perhaps it is time to consider reassigning it to another department. This would enable us to enjoy the new materials budget prosperity by devoting more time to purchasing and collection development.

Sheila Mangum
Head, Acquisitions Department

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department
1986-1987 Resources Budget Disbursements

MATERIALS:	FISCAL YEAR 1986/87	% OF TOTAL EXPENDED	% OF TOTAL EXPENDED ON MATERIALS	\$ CHANGE FROM 1985/86	% CHANGE FROM 1985/86	1985/86
MATERIALS: CONTINUATIONS						
NEWSPAPERS	\$3,407.77	0.44	0.51	\$509.50	17.58	\$2,898.27
SERVICES	\$40,214.46	5.24	6.03	\$4,067.84	11.25	\$36,146.62
STANDING ORDERS	\$33,013.82	4.30	4.95	\$628.16	1.94	\$32,385.66
SUBSCRIPTIONS	\$182,817.02	23.81	27.40	\$18,722.22	11.41	\$164,094.80
SUBS-MICROFORM	\$31,518.71	4.11	4.72	\$4,330.94	15.93	\$27,187.77
SUBTOTAL	\$290,971.78	37.90	43.61	\$28,258.66	10.76	\$262,713.12
MATERIALS: NON-CONTINUATIONS						
AUDIO-VISUALS	\$40,074.78	5.22	6.01	\$15,358.65	62.14	\$24,716.13
BACKFILES	\$2,015.00	0.26	0.30	(\$1,615.95)	(44.50)	\$3,630.95
BACKFIL-MICROFORM	\$1,197.60	0.16	0.18	(\$2,684.44)	(69.15)	\$3,882.04
BOOKS-APPROVAL	\$200,751.26	26.15	30.09	\$49,993.81	33.16	\$150,757.45
BOOKS-ORDERED	\$109,053.15	14.20	16.34	\$21,985.07	25.25	\$87,068.08
CURRICULUM	\$14,062.15	1.83	2.11	\$12,100.21	616.75	\$1,961.94
DOCUMENTS	\$5,829.95	0.76	0.87	(\$5,689.05)	(49.39)	\$11,519.00
MISCELLANEOUS	\$3,266.07	0.43	0.49	(\$2,398.77)	(42.34)	\$5,664.84
SUBTOTAL	\$376,249.96	49.01	56.39	\$87,049.53	30.10	\$289,200.43
TOTAL MATERIALS	\$667,221.74	86.90	100.00	\$115,308.19	20.89	\$551,913.55
PROCESSING:						
BINDING-BOOKS	\$5,080.65	0.66	NA	\$3,434.61	208.66	\$1,646.04
BINDING-JOURNALS	\$19,784.34	2.58	NA	\$1,510.78	8.27	\$18,273.56
POSTAGE, HANDLING	\$13,831.70	1.80	NA	\$1,426.17	11.50	\$12,405.53
SOLINET	\$45,052.18	5.87	NA	(\$2,980.10)	(6.20)	\$48,032.28
SUPPLIES	\$4,340.45	0.57	NA	\$1,836.81	0.00	\$2,503.64
SUBTOTAL	\$88,089.32	11.47	NA	\$5,228.27	6.31	\$82,861.05
TOTAL RESOURCES	\$755,311.06	98.38	NA	\$120,536.46	18.99	\$634,774.60
NON-RESOURCES:						
PERSONNEL	\$0.00	0.00	NA	\$0.00	0.00	\$0.00
EXPENSE, EQUIPMENT	\$12,463.00	1.62	NA	(\$1,133.00)	(8.33)	\$13,596.00
TOTAL NON-RESOURCES	\$12,463.00	1.62	NA	(\$1,133.00)	(8.33)	\$13,596.00
TOTAL EXPENDED	\$767,774.06 *	100.00	NA	\$119,403.46	18.42	\$648,370.60

* Comprises \$764,124 of State allocation in addition to \$3,650.06 recovered from patrons for lost and damaged materials. This total does not include \$1,978.75 contributed by the Institute of Police Traffic Management for the acquisition of specialized journals for IPTM programs.

This year's acquisitions included 7,673 vols. received on approval of which 7,361 were kept and 312 were returned (for a return rate of 4%); 4,511 firm orders for monographs, 2,556 curriculum and audio-visual items, and 3,842 gifts of which 1,232 were added to the collections. Serials acquisitions are reported separately with Serials Dept. statistics.

UNIVERSITY OF NORTH FLORIDA LIBRARY
VOLUME/PIECE Inventory by Type of Material
1986-1987

TEXTUAL MATERIALS:	HELD 7/1/86	ADDED	WITHDRW	HELD 6/30/87
1. HARD COPY, EYE-READABLE				
a. Monographs and Serials	313,563	15,539	498	328,604
b. Music Scores	4,472	76	1	4,547
c. Annual Reports	11,143	1,932	0	13,075
d. College Catalogs	957	181	0	1,138
e. Government Documents	113,064	10,263	6,970	116,357
	<u>443,199</u>	<u>27,991</u>	<u>7,469</u>	<u>463,721</u>
2. MICROFICHE PIECES				
a. Monographs and Serials	16,581	6,133	0	22,714
b. Music Scores	486	0	0	486
c. Annual Reports	60,409	2,305	0	62,714
d. College Catalogs	2,935	1,303	0	4,238
e. ERIC & Newsbank	379,736	17,607	0	397,343
f. Government Documents	186,288	8,856	776	194,368
	<u>646,435</u>	<u>36,204</u>	<u>776</u>	<u>681,863</u>
3. MICROFILM REELS				
a. Monographs and Serials	17,571	327	0	17,898
b. Government Documents	1,302	13	0	1,315
	<u>18,873</u>	<u>340</u>	<u>0</u>	<u>19,213</u>
NON-TEXTUAL MATERIALS:				
1. CARTOGRAPHIC MATERIALS				
a. Maps	5,120	79	0	5,199
2. AUDIOVISUAL MATERIALS				
a. Audiocassettes	966	2	0	968
b. Audiodiscs: CD	0	398	0	398
c. Audiodiscs: LP*	6,288	128	3	6,413
d. Audio Reels	0	0	0	0
e. Cards	11	1	0	12
f. Charts	12	0	0	12
g. Film Loops	363	0	0	363
h. Filmstrips	1,282	4	173	1,113
i. Games	9	0	0	9
j. Kits+	546	20	0	566
k. Motion Pictures	552	2	1	553
l. Pictures/Portraits	4,969	453	0	5,422
m. Posters	42	0	0	42
n. Slides, Art	19,632	384	8	20,008
o. Slide Sets	624	27	0	651
p. Transparencies	0	0	0	0
q. Videocassettes	674	177	1	850
	<u>35,970</u>	<u>1,596</u>	<u>186</u>	<u>37,380</u>

* Reported last year under the caption "Record Albums." A recount of this category resulted in a net reduction of 187 albums from last year's total of 6,475.

+ Two Media kits were inadvertently not counted in previous years.

UNIVERSITY OF NORTH FLORIDA LIBRARY
TITLE Inventory by Type of Material
1986-1987

TEXTUAL MATERIALS:	HELD 7/1/86	ADDED	WITHDRW	HELD 6/30/87
1. HARD COPY, EYE-READABLE				
a. Monographs and Serials	226,408	11,060	163	237,305
b. Music Scores	2,563	47	0	2,610
c. Annual Reports*	0	0	0	0
d. College Catalogs*	0	0	0	0
e. Government Documents*	0	0	0	0
	<u>228,971</u>	<u>11,107</u>	<u>163</u>	<u>239,915</u>
2. MICROFICHE				
a. Monographs and Serials+	28	5	0	33
b. Music Scores	3	0	0	3
c. Annual Reports*	0	0	0	0
d. College Catalogs*	0	0	0	0
e. ERIC & Newsbank*	0	0	0	0
f. Government Documents*	0	0	0	0
	<u>31</u>	<u>5</u>	<u>0</u>	<u>36</u>
3. MICROFILM				
a. Monographs and Serials+	127	1	0	128
b. Government Documents*	0	0	0	0
	<u>127</u>	<u>1</u>	<u>0</u>	<u>128</u>
NON-TEXTUAL MATERIALS:				
1. CARTOGRAPHIC MATERIALS				
a. Maps*	0	0	0	0
2. AUDIOVISUAL MATERIALS				
a. Audiocassettes	611	3	0	614
b. Audiodiscs: CD	0	380	0	380
c. Audiodiscs: LP@	6,069	89	0	6,158
d. Audio Reels	0	0	0	0
e. Cards	11	1	0	12
f. Charts	3	0	0	3
g. Film Loops	31	1	0	32
h. Filmstrips	789	2	99	692
i. Games	8	0	0	8
j. Kits#	137	9	0	146
k. Motion Pictures	440	2	1	441
l. Pictures/Portraits*	0	0	0	0
m. Posters	11	0	0	11
n. Slides, Art*	0	0	0	0
o. Slide Sets	376	7	0	383
p. Transparencies	0	0	0	0
q. Videocassettes	553	141	0	694
	<u>9,039</u>	<u>635</u>	<u>100</u>	<u>9,574</u>

* Title counts are not currently maintained for these categories.

+ Microform serials are usually recorded as hard-copy titles.

@ Last year reported under the caption "Record Albums." A recount of this category resulted in a net decrease of 376 titles.

Two Media kits were inadvertently not counted in previous years.

UNIVERSITY OF NORTH FLORIDA LIBRARY
VOLUME/PIECE Inventory by Library Collection
1986-1987

	HELD 7/1/86	NET TRNSFERS	ADJUSTED TOTAL	ADDED 1986/87	WITHDRW 1986/87	HELD 6/30/87
ANNUAL REPORTS						
TEXT	11,143	0	11,143	1,932	0	13,075
MICROFICHE	60,409	0	60,409	2,305	0	62,714
BIBLIOGRPHY COLL	890	(4)	886	13	1	898
CATALOGING DEPT	107	2	109	1	0	110
COLLEGE CATALOGS						
TEXT	957	0	957	181	0	1,138
MICROFICHE	2,935	0	2,935	1,303	0	4,238
CURRICULUM COLL						
AUDIOCASSETTE	45	0	45	0	0	45
CARD	11	0	11	1	0	12
CHART	12	0	12	0	0	12
FILMSTRIP	170	0	170	1	0	171
GAME	9	0	9	0	0	9
KIT	544	0	544	16	0	560
POSTER	42	0	42	0	0	42
REALIA	0	0	0	0	0	0
RECORD	129	0	129	0	0	129
SLIDE SET	4	0	4	0	0	4
TEST	141	0	141	2	0	143
TEXT	6,325	0	6,325	619	3	6,941
DOCUMENTS COLL						
FLORIDA DOCS	14,106	0	14,106	2,245	1,455	14,896
FEDERAL DOCS:						
TEXT	98,958	0	98,958	8,018	5,515	101,461
MICROFICHE	186,288	0	186,288	8,856	776	194,368
MICROFILM	1,302	0	1,302	13	0	1,315
DOCUMENTS DEPT						
TEXT	567	2	569	7	0	576
MICROFICHE	23	0	23	0	0	23
MICROFILM	394	0	394	0	0	394
ERIC FICHE	357,572	0	357,572	16,297	0	373,869
FASTCAT	2,264	(401)	1,863	908	4	2,767
GENERAL COLL						
TEXT	238,888	1,158	240,046	10,208	165	250,089
MICROFICHE	4,354	680	5,034	4	0	5,038
MICROFILM	542	0	542	38	0	580
INDEX/ABST COLL						
TEXT	5,739	(2)	5,737	227	2	5,962
MICROFICHE	2,570	0	2,570	900	0	3,470
MICROFILM	46	0	46	4	0	50
LEISURE READING	607	(323)	284	624	9	899
MAP/ATLAS COLL						
ATLASES	144	(1)	143	7	2	148
MAPS	5,120	0	5,120	79	0	5,199

	HELD 7/1/86	NET TRNSFRS	ADJUSTED TOTAL	ADDED 1986/87	WITHDRW 1986/87	HELD 6/30/87
MEDIA DEPT COLLS						
AUDIOCASSETTE	921	0	921	2	0	923
AUDIODISC:CD	0	0	0	398	0	398
AUDIODISC:LP*	6,159	0	6,159	128	3	6,284
AUDIO REEL	0	0	0	0	0	0
CHART	0	0	0	0	0	0
FILM LOOP	363	0	363	0	0	363
FILMSTRIP	1,112	0	1,112	3	173	942
GAME	0	0	0	0	0	0
KIT+	2	0	2	4	0	6
MOTION PICTURE	552	0	552	2	1	553
PICTURE, FLAT	4,969	0	4,969	453	0	5,422
POSTER	0	0	0	0	0	0
SLIDE, ART	19,632	0	19,632	384	8	20,008
SLIDE SET	620	0	620	27	0	647
SCORE	3,741	0	3,741	76	1	3,816
SCORE, MINI	731	0	731	0	0	731
SCORE, MFICHE	486	0	486	0	0	486
TRANSPARENCY	0	0	0	0	0	0
VIDEOCASSETTE	674	0	674	177	1	850
MEDIA DEPT REF	95	(7)	88	36	12	112
NEWSBANK FICHE	22,164	0	22,164	1,310	0	23,474
OVERSIZE COLL	711	19	730	33	1	762
PERIODICALS COLL						
TEXT	42,182	3	42,185	1,653	6	43,832
TEXT, TEMPBND	503	0	503	58	35	526
MICROFICHE	7,691	0	7,691	4,979	0	12,670
MICROFILM	16,413	0	16,413	285	0	16,698
PERMANNT RESERVE	209	(1)	208	8	3	213
PROTECT	49	3	52	8	0	60
RARE MATS COLL	317	0	317	0	0	317
REFERENCE COLL						
TEXT	13,960	(447)	13,513	1,129	255	14,387
MICROFICHE	1,943	(680)	1,263	250	0	1,513
MICROFILM	176	0	176	0	0	176
SERIALS DEPT	6	(1)	5	0	0	5

* Recount of "Audiocassettes:LP" resulted in a net decrease of 187 albums from the 1985/86 total. Earlier figures were largely estimated.

+ Two Media kits were inadvertently not counted in previous years.

UNIVERSITY OF NORTH FLORIDA LIBRARY
 TITLE Inventory by Library Collection
 1986-1987

	HELD 7/1/86	NET TRNSFERS	ADJUSTED TOTAL	ADDED 1986/87	WITHDRW 1986/87	HELD 6/30/87
ANNUAL REPORTS						
TEXT*						
MICROFICHE*						
BIBLIOGRPHY COLL	59	0	59	0	0	59
CATALOGING DEPT	64	1	65	2	0	67
COLLEGE CATALOGS						
TEXT*						
MICROFICHE*						
CURRICULUM COLL						
AUDIOCASSETTE	33	0	33	0	0	33
CARD	11	0	11	1	0	12
CHART	3	0	3	0	0	3
FILMSTRIP	144	0	144	1	0	145
GAME	8	0	8	0	0	8
KIT	135	0	135	7	0	142
POSTER	11	0	11	0	0	11
REALIA	0	0	0	0	0	0
RECORD	102	0	102	0	0	102
SLIDE SET	2	0	2	0	0	2
TEST	66	0	66	1	0	67
TEXT	3,287	0	3,287	242	3	3,526
DOCUMENTS COLL						
FLORIDA DOCS*						
FEDERAL DOCS:						
TEXT*						
MICROFICHE*						
MICROFILM*						
DOCUMENTS DEPT						
TEXT	63	2	65	1	0	66
MICROFICHE	0	0	0	0	0	0
MICROFILM	6	0	6	0	0	6
ERIC FICHE*						
FASTCAT*						
GENERAL COLL						
TEXT	213,394	162	213,556	10,341	93	223,804
MICROFICHE	17	1	18	0	0	18
MICROFILM	118	0	118	1	0	119
INDEX/ABST COLL						
TEXT	236	0	236	7	0	243
MICROFICHE	0	0	0	0	0	0
MICROFILM	3	0	3	0	0	3
LEISURE READING*						
MAP/ATLAS COLL						
ATLASES	139	0	139	4	0	143
MAPS*						

	HELD 7/1/86	NET TRNSFRS	ADJUSTED TOTAL	ADDED 1986/87	WITHDRW 1986/87	HELD 6/30/87
MEDIA DEPT COLLS						
AUDIOCASSETTE	578	0	578	3	0	581
AUDIODISC:CD	0	0	0	380	0	380
AUDIODISC:LP@	5,967	0	5,967	89	0	6,056
AUDIO REEL	0	0	0	0	0	0
CHART	0	0	0	0	0	0
FILM LOOP	31	0	31	1	0	32
FILMSTRIP	645	0	645	1	99	547
GAME	0	0	0	0	0	0
KIT+	2	0	2	2	0	4
MOTION PICTURE	440	0	440	2	1	441
PICTURE, FLAT*						
POSTER	0	0	0	0	0	0
SLIDE, ART*						
SLIDE SET	374	0	374	7	0	381
SCORE	2,474	0	2,474	47	0	2,521
SCORE, MINI	89	0	89	0	0	89
SCORE, MFICHE	3	0	3	0	0	3
TRANSPARENCY	0	0	0	0	0	0
VIDEOCASSETTE	553	0	553	141	0	694
MEDIA DEPT REF	16	(4)	12	26	1	37
NEWSBANK FICHE*						
OVERSIZE COLL	668	14	682	35	0	717
PERIODICLS COLL						
TEXT	3,079	1	3,080	114	5	3,189
TEXT, TEMPBIND	0	0	0	0	0	0
MICROFICHE	1	0	1	5	0	6
MICROFILM	0	0	0	0	0	0
PERMANENT RESERVE	25	(1)	24	0	0	24
PROTECT	38	1	39	4	0	43
RARE MATS COLL	236	0	236	0	0	236
REFERENCE COLL						
TEXT	5,100	(176)	4,924	284	61	5,147
MICROFICHE	10	(1)	9	0	0	9
MICROFILM	0	0	0	0	0	0
SERIALS DEPT	4	0	4	0	0	4

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

@ Recount of Audiodiscs:LP resulted in the net reduction of 376 titles from the 1985/86 total. Earlier figures were largely estimated.

+ Two Media kits were inadvertently not counted in previous years.

SERIALS DEPARTMENT

The Serials Department began and ended the year on the same note, with major personnel changes. In spite of this (or perhaps, because of this!) a large number of new serials titles were ordered and cataloged, the first stage of a holdings project was completed, and repair techniques were standardized into a production workflow.

Acquisitions

Procedures were implemented for a faculty review of all journal requests. The faculty evaluated a list of over 450 titles, deleted titles no longer needed, added new titles, and ranked all requests in priority order. The ranked list was appreciated by the Serials Selection Committee, which has the responsibility for reviewing faculty requests and approving all orders. The department ordered 169 new titles costing \$12,208.00. This was **the largest number of titles ordered in one year since 1975**, and reflects not only the larger budget, but the need to accommodate the many new programs developing on campus. Over \$3,000.00 worth of backfiles were acquired in either hard copy or microformat.

As of this report the library subscribes to 2,176 periodical titles.

Cataloging

The serials cataloging backlog increased with the departure of Grace Ekins. Every effort was made to catalog new titles, while the recataloging of older titles was placed on an "as time permits" basis. The department was unable to catalog the serials publications of federal and state agencies. Work continued on the LAMBDA project, with holdings added through April. All NOTIS functions were incorporated into existing routines as features of the new system became available. With the implementation of NOTIS, all serials added volumes were included in three separate systems: the shelflist, the Lambda file for volume holdings, and the NOTIS item file. In addition, the Serials Record was updated for titles in the Periodicals and Index/Abstract Collections. At the moment serials cataloging routines have become more complicated, rather than easier, but we hold great hope that integration of the LAMBDA file into NOTIS will soon simplify the routines and provide additional information to the public.

Preservation

Book repair efforts were refined and individual staff members trained in specific techniques. A new preservation work station facilitated repairs, and the growing backlog of damaged materials was repaired and sent to the shelves. A total of 966 repairs were completed. Many other books were damaged beyond the expertise of the serials staff, resulting in over 400 volumes being rebound by our commercial binder. The backlog was reduced in large part due to the efforts of all Serials Staff members, two Acquisitions staff, and a fledgling volunteer program. Our first volunteer, Janet Fulton, worked one afternoon per week, and quickly developed the ability to do a number of hinge repairs and

tip-ins. The staff also demonstrated repair techniques to members of the St. Augustine Public Library and Flagler College.

Personnel

The year saw many changes in personnel, as well as changes in individual duties. When Evelyn Trujillo transferred from a part-time to a full-time position, Dorothy Deighan was hired as the binding LTA II. Martha Solomon was enthusiastically welcomed back in the posting position after John Wawsinski left the department. The staff rapidly settled into their new routines, then absorbed additional duties while the Department Head participated in a professional development leave. In April, Ms. Trujillo resigned; she was replaced by Bob Farnsworth. Under these exceptionally trying conditions, the staff processed over 47,000 issues in hard copy or microformat, bound 2,753 volumes, repaired 966 units, and cataloged about 425 serial titles.

Vicki Stanton
Head, Serials Department

UNIVERSITY OF NORTH FLORIDA LIBRARY
 Serials Department
 Acquisitions and Processing Statistics
 1986-1987

SERIALS ORDERS PLACED AND RECEIVED

	HELD 6/30/86	NET CHANGE 1986-87	HELD 6/30/87
SUBSCRIPTIONS			
Newspapers	22	0	22
Periodicals	2,042	134	2,176
Business & legal services	124	(3)	121
Microfilm	94	7	101
Free/gift	137	(7)	130
Depository (gov't docs)	54	0	54
SUBTOTAL	<u>2,473</u>	<u>151</u>	<u>2,604</u>
STANDING ORDERS	<u>450</u>	<u>20</u>	<u>470</u>
GRAND TOTAL SERIALS ACQUISITIONS	2,923	171	3,074

CHECK-IN WORKLOAD

CATEGORY	NUMBER OF ITEMS
Periodicals and Serials	
Current issues	21,982
Back issues	179
Backfile volumes	11
Microfilm reels	332
Microfiche	23,529
Gifts received	4,706
Gifts retained	686
Standing Orders	1,614
Claims	263
TOTAL	<u>53,302</u>

UNIVERSITY OF NORTH FLORIDA LIBRARY
SERIALS DEPARTMENT
1986-1987

BINDERY STATISTICS

	Items bound 1985-86	Items bound 1986-87
Books	494	949
Periodicals	<u>2,322</u>	<u>1,804</u>
TOTAL	<u>2,816</u>	<u>2,753</u>

SUMMARY PRESERVATION STATISTICS BY TYPE OF REPAIR

TYPE OF REPAIR	NUMBER OF ITEMS
Cover Repaired	32
Plastic Cover-Up for Journal Cover Preservation	41
End Paper Replaced/Recasing	9
Filmstrip Spliced	3
Hinge Repaired	459
Pages Tipped In	167
Pamphlet Binding	164
Pictures Cut from Pages	2
Pocket Made	3
Spine Repaired	51
Torn Pages Mended	32
Trimmed Pages	1
Other Types of Repairs	<u>2</u>
TOTAL	<u>966</u>

UNIVERSITY OF NORTH FLORIDA LIBRARY
 Serials Department
 1986-1987

OTHER PRESERVATION WORK*

TITLE COUNT	CLASS	NO. OF PAGES
1	AP	2
1	CR	3
5	D-F	14
1	G-GV	8
16	H-HV	131
3	J-K	23
3	L-LC	14
2	N-ND	6
7	P-PZ	95
2	Q-QP	6
5	R-RT	22
19	T-TR	97
1	FASTCAT	4
TOTAL		425

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

CATALOGING DEPARTMENT

This year brought what will undoubtedly be viewed in coming years as the greatest changes in the cataloging workflow since the organization of the Department. The contribution (and patience!) of all staff in the Cataloging Department should be recognized in a very difficult time of change.

In July, the database offloaded from the LIBS system was loaded on NOTIS and a copy of the database was sent to BNA for correction of many headings to AACR2 form and the latest form of subject headings. In this interim period, general NOTIS training sessions were held. FCLA staff gave an intensive two-day presentation to professional technical services staff from Cataloging and Serials in early August. At the end of August, a series of workshops was given by the Head of Cataloging to present this same information, revised to include local practices, to other Technical Services staff.

In November, the database conversion by BNA was complete and intensive review of the resulting records began, in conjunction with the examination of the quantity of journals identifying potential record problems produced in the load process. The overall responsibility for organization and review of subject heading and bibliographic record journals, both of which are on-going as new records are loaded into the system, was assigned to Dr. Angela Randtke, Assistant University Librarian. She and her assistants in this task have done an excellent job in organizing and implementing these ground-breaking procedures.

A series of Technical Services meetings was held during the winter by the professional cataloging staff and the Head of Technical Services to make the myriad of decisions necessary to work out all the changes in workflow. The significant decision to stop maintaining the card catalogs was taken on August 26. Cards continued to be ordered for the purpose of authority control until February 1. As of that date, the card production profile was modified to receive a single shelflist card for all collections except the Periodicals and Audio-Visual collections.

In December, the UNF authority file, generated by BNA in the record conversion process, became available on NOTIS. The first list of "new and dropped" subject headings arrived and the era of online authority files had begun. As noted above, Dr. Randtke was primarily responsible for developing strategies to deal with the subject lists. New subject authority records are now immediately derived from the LC subject authority file which is also available on NOTIS.

For name headings, a NOTIS list of "new and dropped" name headings will become available in August, 1987. In the interim period, after the cancellation of cards and prior to the receipt of name lists from FCLA, the Head of Technical Services was able to generate a list of all name and title headings from the weekly LIBS record tape and this is being used to check headings entering the database. As authority records for new names and series are identified on OCLC, they are downloaded to disk and transferred overnight via special online transfer programs to FCLA. This technique of record transfer began in February.

Series authority records were not provided as a part of the BNA conversion/authority process, and series entries as a separate category of title headings are not provided in current NOTIS "new heading" reports. In March, a review of the card series authority file, against OCLC, was carried out and authority records for approximately half the file (over 5125 records) were downloaded and transferred to the UNF NOTIS authority file. Identification of new series headings are not provided for in current NOTIS reports and interim procedures will have to be developed to handle this large category of headings.

At the end of February, a "dump" of all item records from LIBS began in anticipation of the implementation of NOTIS circulation in mid-summer 1987. No programs were as yet in place to automatically add new items to NOTIS from the OCLC record tapes. Therefore, in March, a routine of bibliographic record transfer, parallel to the authority record transfer process, was begun in order to make available temporary bibliographic records to which items are attached. Records for titles were identified and savescreened from OCLC, transferred to FCLA each afternoon, loaded overnight, and items were attached the following day. By May 4, all cataloging maintenance of LIBS had ceased and all items were being added to NOTIS.

In the above description it can be seen that while based on the same underlying process of pulling records from OCLC, most of the major routines of the cataloging workflow were affected by the switch from LIBS and a card-based system to NOTIS and an online catalog. It will be some time before procedures are stabilized and even longer before the new routines are documented.

In the midst of the above, there was fortunately not a great deal of personnel turnover. One LTA II position and one LTA I position were vacated in August and both positions were filled by October. The Department was able to maintain a high level of productivity: 11,589 new titles, 12,442 new volumes--fully cataloged; 298 titles, 456 volumes--recataloged; and 1,597 new titles--updated (sent to fastcat or tickler status).

In terms of activities beyond local concerns, the Department was honored indirectly by the appointment of one of its professional members, Verna Urbanski, University Librarian, to the prestigious Committee on Description and Access of the Resources and Technical Services Division of the American Library Association. This national body is responsible for overseeing the updating, revision and publication of the Anglo-American Cataloguing Rules, the principal descriptive cataloging text for the cataloging community. The Department also hosted the presentation by SOLINET of two cataloging workshops, given by a SOLINET staff member, on the OCLC Books format and OCLC search techniques.

In the coming year, there are many interesting questions and problems to be resolved related to the online catalog. An enormous quantity of clean-up work represented by the various bibliographic and item journals remains to be done. A great deal of new documentation must be produced to cover new and revised routines. An anticipated large materials budget means that there will also be no lack of basic cataloging work flowing through the Department. In all, the past year has been a very positive and instructive experience which laid the ground work for the challenge of the coming year.

Linda Smith
Head, Cataloging Department

UNIVERSITY OF NORTH FLORIDA LIBRARY
Cataloging Activity by Classification, 1986-87

Excluding Periodicals, Indexes, Audiovisual Materials, and Microforms

CLASS		TITLES	% TOTAL	VOLUMES	% TOTAL
A-AZ	General Works	23	0.209	83	0.648
B-BD,BH-BJ	Philosophy	171	1.557	182	1.420
BF	Psychology	278	2.531	297	2.317
BL,BN-BQ	Religion	68	0.619	89	0.694
BM	Religion - Judaism	6	0.055	6	0.047
BR-BX	Religion - Christianity	123	1.120	182	1.420
C-CT,D,DX	History - General	183	1.666	207	1.615
DA	History - Great Britain	78	0.710	81	0.632
DB-DJ,DL-DQ	History - Other West European	104	0.947	106	0.827
DJK,DK,DR	History - U.S.S.R. & East European	57	0.519	8	0.062
DS	History - Asia	183	1.666	187	1.459
DT	History - Africa	45	0.410	47	0.367
DU	History - Australia, Oceania	2	0.018	2	0.016
E	History - United States	294	2.676	312	2.434
F	History - The Americas	207	1.884	225	1.755
G-GT	Geography, Anthropology	111	1.010	121	0.944
GV	Sports, Recreation	86	0.783	94	0.733
H	Social Sciences - General	34	0.310	36	0.281
HA	Statistics (Soc. Sci. Data & Methods)	12	0.109	23	0.179
HB-HD	Economics	968	8.812	1036	8.082
HE	Transportation, Communications	40	0.364	52	0.406
HF-HJ	Commerce & Finance	529	4.816	749	5.843
HM-HT	Sociology	521	4.743	533	4.158
HV	Public Welfare, Criminology	323	2.940	347	2.707
HX	Socialism, Communism	60	0.546	61	0.476
J-JX	Political Science	406	3.696	423	3.300
K	Law - General	20	0.182	21	0.164
KB-KE,KG-KZ	Law - Foreign (inclu. Ancient)	21	0.191	21	0.164
KF	Law - United States	221	2.012	486	3.792
L-LB	Education	330	3.004	399	3.113
LC-LT	Education - Special	179	1.629	188	1.467
M	Music - Scores	74	0.674	107	0.835
ML	Music - History & Criticism	140	1.274	154	1.201
MT	Music Instruction & Study	17	0.155	18	0.140
N,NX	Visual Arts, General Art	164	1.493	168	1.311
NA	Architecture	16	0.146	16	0.125
NB-NE	Art Media	127	1.156	133	1.038
NK	Art - Decorative & Applied	14	0.127	14	0.109
P	Philology & Linguistics	72	0.655	80	0.624
PA	Classical Language & Literature	35	0.319	38	0.296
PB-PD,PF	Modern European Languages	6	0.055	7	0.055
PE	English Language	119	1.083	126	0.983
PG-PM	African/Oriental/Slavic Lang. & Lit.	64	0.583	72	0.562
PN,PZ	Literature - General	484	4.406	580	4.525

CLASS		TITLES	% TOTAL	VOLUMES	% TOTAL
PQ	Literature - Romance Languages	139	1.265	145	1.131
PR	Literature - English	571	5.198	597	4.658
PS	Literature - American	573	5.216	607	4.736
PT	Literature - Germanic Languages	74	0.674	75	0.585
Q	Science - General	88	0.801	136	1.061
QA1-74,77+ (1)	Mathematics	391	3.559	403	3.144
QA75-76	Computer Science	244	2.221	248	1.935
QA273-295	Statistics (Math. Theory and Methods)	47	0.428	58	0.452
QB	Astronomy	19	0.173	19	0.148
QC	Physics	48	0.437	51	0.398
QD	Chemistry	12	0.109	14	0.109
QE	Geology	14	0.127	14	0.109
QH	Natural History, Ecology	79	0.719	83	0.648
QK	Botany	6	0.055	6	0.047
QL	Zoology	30	0.273	31	0.242
QM-QP	Physiology & Human Anatomy	57	0.519	59	0.460
QR	Microbiology	9	0.082	11	0.086
R	Medicine - General	55	0.501	59	0.460
RA	Public Health	120	1.092	125	0.975
RB	Pathology	9	0.082	10	0.078
RC	Internal Medicine	287	2.613	289	2.255
RD-RS,RZ	Surgery and Medical Specializations	175	1.593	183	1.428
RT	Nursing	138	1.256	149	1.162
S-SF	Agriculture, Forestry, Animal Culture	11	0.100	12	0.094
T-TZ	Technology & Engineering	267	2.431	340	2.653
U-V	Military & Naval Science	153	1.393	155	1.209
YA-YO,YQ-YZ	Curriculum Text Materials	96	0.874	239	1.865
YP	Children's Literature	147	1.338	382	2.980
Z (2)	Bibliography & Library Science	<u>111</u>	<u>1.010</u>	<u>201</u>	<u>1.568</u>
		10985	100	12818	100

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

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

PUBLIC SERVICES DIVISION AND GENERAL ADMINISTRATION

Once again, the Public Services Division has experienced an exceptional year.

Automated Systems

The impact of the NOTIS/LUIS system on all public services departments has been positive. Public and staff response to the new online catalog has been enthusiastic bringing in its wake new challenges and problems in user instruction and hardware maintenance. However, the benefits in access points have far outweighed recurring instances of down time and inadvertent system disconnect due to anomalies in public use terminal keyboards. At the end of the fiscal year, 95 percent of all hardcopy resources owned by the Library, including government documents, were accessible in the new online catalog by author, title, and subject. Substantial progress was made in completing the cataloging/conversion of holdings in the MERC nonprint collections to machine readable form. Consideration is now being given to barcoding the 3rd floor periodicals collection to enable the Division to electronically track and generate collection analysis/use statistics by subject category.

Through agreement with the Technical Services Division, filing in the card catalog ceased on September 1, 1986. This signified the official closing of the card catalog as the primary record of the Library's holdings; it has been retained only as a temporary backup to the online system. A total of 17 LUIS terminals are now available to the public on all library floors. To bring the Library in compliance with federal statutes, seating space for terminal access by the physically handicapped has also been provided on all floors. Training for enhancements of the NOTIS/LUIS system continues at all levels of Public Services staff as new subsystems and releases become available through the Florida Center for Library Automation (FCLA). It is anticipated that the new circulation component will be installed and site tested by early fall. Capability to search online the catalogs of the other eight university libraries in the State University System has been a gratifying experience in facilitating ILL searching and provision of reference service to faculty and student clientele. The projected availability of an RLIN terminal at the Reference Desk with potential for bibliography generation shows promise of further enhancing our search capabilities of the holdings of a number of the largest research libraries nationwide.

Extended Hours

This was the Library's first year of extended hours. The objective was to provide study facilities to students during the final examination period for each semester. The experiment has been a success. It showed that the cost of staffing the Circulation desk for the extended hours until midnight is disproportionately low compared to the benefit to students. The Library served a combined total of 1,814 users during the four extended periods. Full reports

of library use during each extended hour period have been submitted to Director of Libraries and to the Vice President for Academic Affairs.

Media Resources Center (MERC) Organization

To accommodate the need for more supervisory time devoted to MERC, Diane Kazlauskas was released from her half-time Reference desk assignment to allow her to channel significantly more time to her duties as Head of MERC. Although Mrs. Kazlauskas was promoted to department head in 1984, our critical staffing shortage precluded her assuming her administrative responsibilities full-time until the reorganization of Public Services had been accomplished. The pay-off for the shifting of her schedule has been improvements in the quality and scope of the services in MERC, including evaluation of the curriculum and music collections and space/work reallocation. Upon Mrs. Kazlauskas' recommendation we initiated a compact disc (CD) collection, making it possible to circulate sound recordings to the general public for the first time. The availability of music discs has been well received by the University community and has prompted cash donations and gifts in kind.

Staffing

It is once again necessary to emphasize that inadequate staffing remains the Division's primary problem. One professional position is expected to be added to the Circulation Department soon after the new fiscal year begins, to support closer supervision of the department's services. The primary responsibility of the incumbent will be to manage circulation services and to serve as backup to Robert P. Jones in the systems/accountability aspects of circulation. A search and screen committee has been organized and it has begun preliminary recruitment activities. Staffing shortages continue in both the Reference and Government Documents Departments. Both are in need of at least one professional position. The entire Division suffers from a shortage of paraprofessional and student personnel. The primary impediment to hiring more students is the limited size of the OPS budget which has not kept pace with accelerating demands resulting from increased university enrollment and service demand by the citizens of surrounding communities. The staff is to be complimented for maintaining a high morale and continued productivity under difficult circumstances.

Special Projects and Accomplishments

Several projects were completed by the Division during the year and those persons involved in the projects merit special mention.

Inventory and assessment of the UNF thesis collection was completed by Head of Reference, Kathleen Cohen, and subsequently new guidelines for preparation and deposit of master's theses and projects were compiled and submitted to the Graduate Council for approval. The task of organizing and indexing Senator John E. Mathews' papers for public use was undertaken by Reference Librarian, Eileen Brady. She is to be commended for doing much of the work for the project on her own time in order to complete organization of the papers to coincide with the dedication of the Mathews computer science building, attended by Senator Mathews and his family. A study of the Division's shelving and space needs was conducted by Ms. Brady and Bruce Latimer, resulting in a planning/cost document assessing expansion requirements through 1990. The superior rat-

ing received by the Government Documents Department from the Superintendent of Documents Inspector in March was largely the result of the reorganization of Public Services during the previous year and high standards of excellent service provided by Mr. Latimer and the Documents staff. The migration from CLSI to NOTIS was smoothly and efficiently coordinated by Robert P. Jones at the same time that technical planning for developing the new circulation system was being implemented by him. Jim Alderman, LTA II, Reference, continued his excellent work throughout the Division in assisting several departments with planning facilities rearrangements. A core committee representing all Public Services departments continued its work toward developing an improved delivery system for bibliographic instruction to undergraduate students. A new collection development policy for the library was completed with much input from the Division staff and was approved by the Faculty Association. As shown by the statistics in the departmental sections of this annual report, circulation and inhouse use of library resources increased by more than 11% over the previous fiscal year.

I appreciate the generous support of the staff in their excellent provision of services and in all aspects of achieving the Division's goals.

AAUW Volunteer Program

A volunteer program was organized this year with the American Association of University Women (AAUW). The contribution of the two participants to date has been much appreciated. Their work assignments involved assisting with monographic processing and work with the Library's new preservation unit established by the Technical Services Division. Due to other overriding priorities on staff time, much of the preservation work which was accomplished during the year would not have been possible without the assistance of the two volunteers. I express a special thanks to Mrs. Joyce Adams of the AAUW for initiating with us our first volunteer program. We anticipate this to be the beginnings of a fine example of library and community cooperation.

Ruth M. Jackson
Assistant Director of Libraries and
Head, Public Services Division

OPERATIONS/SYSTEMS DIVISION

Understaffing, again, required the Division to operate in reaction to "wheels that squeak the most". Every unit experienced an increase in workload. Library automation evolution required support. And, student worker assistance was unstable.

The Division was staffed by 1 professional librarian, 5 paraprofessionals and .4 percent allocation of time from the Library Executive Secretary. In consideration of vacations and vacancies, we realized during the year an average of only 4 rather than the 5 full-time paraprofessional positions. Therefore, "burnout" and a general morale decline continued. There was virtually no backup support in the operations of the various units. This required each unit, except the front desk, to suspend services in the event of absence of the staff person in charge of a given operation due to sickness or vacation.

In anticipation of a settlement with CLSI and the return of the FTE line on loan to FCLA, permission was obtained in March to commence the recruitment process in order to fill the position that was allocated by the Director to function as the Assistant Head of Circulation. The search committee was organized and charged to recruit for the position in May, 1987. The search process is expected to be completed by the fall. From the perspective of administrative presence and operations, it is anticipated that filling of the position at the level of Assistant Department Head will offset many recurring problems caused by our present understaffing.

Highlights of the Division's activities and accomplishments are documented below.

CIRCULATION DEPARTMENT

Statistics

Because this was the Library's last full year using CLSI and its first year using the new NOTIS Circulation system, circulation statistics for the forthcoming fiscal year may not be as complete nor correlate as accurately, with actual use, as in past years. Implementation of the NOTIS circulation subsystem will initially require library dependency on programs written in the SAS language for derivation of analytical reports. This will involve the learning of SAS by our staff programmer and the programming of derivable data to meet this library's specification as a part of systems responsibility. Through local definition of the subsystem's internal statistical coding scheme, we have been able to ensure the potential for powerful statistical analysis, but with capability for extraction and manipulation of relevant data only when appropriate expertise with SAS has been acquired.

Special Permit Policies

Special permit policies for non-affiliated borrowers continued successfully on a charge basis. Monies derived from this source were used exclusively for defraying the cost to the Library of OPS student personnel. These funds are a welcome source of additional support.

Provision of library permits for the Superintendent's 100 Scholars Program completed its second year. Organized in 1985, the program was designed to stimulate and promote the research skills of high school students. As currently designed, the program has permitted up to 300 students from the Duval County School District, who have placed high on the SAT tests, to have library privileges. One hundred students each year are selected from the Sophomore, Junior, and Senior classes in Duval County. Approximately one third of the invitations issued through the program are currently being used.

As with a similar program instituted in the past, positive outcomes are intermixed with recurring problems. Unreturned books and unpaid fines have resulted in students being placed on Financial Hold when they subsequently enroll at UNF. The Library has tried to resolve these sensitive public relations problems with as much tact as possible.

Stacks Maintenance and Preservation of Resources

An additional problem is a noticeable rise in mutilation and illegal removal of monographic materials during the annual school Science Fair and term paper season which occur each spring. The University Police has apprehended several youths responsible for destructive acts. Most of those apprehended and detained have been students from the area's private - rather than public-schools. In recognition of the Library's dual responsibility toward resources preservation and dissemination, an attempt was made to withhold the shelving of specific topical materials in great demand by the high school students until after the seasonal onslaught had abated. Such materials were still available at the Circulation Desk upon request by high school students or by our primary clientele.

Reorganization of Desk and Circulation Services

Because providing access to resources is among the highest priorities of the Library, circulation desk services must be available at all hours that the Library is open. Managing desk services in this manner has meant that all Circulation and Systems personnel must be assigned to support desk operations even when interfering with their engagement in other primary assignments. This has resulted in suspension of interlibrary loan, course reserves and systems support not only when personnel are absent, but also when workload or absences require presence at the desk.

In order to alleviate continuing staffing shortages, to strengthen policy enforcement, and to maintain quality control for critical procedures, the following changes were implemented during the year: (1) the scheduling of only full time staff at the service desk on weekdays; (2) the centralization of public contact for circulation services, interlibrary loans, and course re-

serves at one service point; and, (3) the shifting of background console operations, formerly performed during hours the Library was closed, to hours when the Library is open. While the latter caused some inconvenience to library staff and users due to terminal downtime, the shifts in time allocation and service location have provided critical desk coverage and time for staff and student personnel to initiate more efficient procedures for stacks maintenance, a situation which had seriously deteriorated during the preceding year, becoming one of library's most pressing priorities.

Student Personnel

We have been fortunate this year in attracting a number of good student assistants; and, we have managed to stay within our budget allocations. In order to maintain constant levels of staffing and to preserve labor intensive training, more students were hired than allocated, but they were assigned to work fewer than 20 hours per week. When vacancies occurred, we were, then, able to increase the hours of existing students until the vacancy could be filled. OPS tracking to facilitate this procedure was done using a MathPlan spreadsheet.

However, student turnover continued to be high during the year. Students continued to be paid a beginning minimum wage, starting at \$3.35 per hour. As a result, we sustained much competition with commercial enterprise, where the need for personnel is desperate and consequently pay scales are upwards of \$5.00 per hour for similar or lower skills. Until our OPS budget is increased, turnover problems in a competitive market are anticipated to continue.

The Department continued its dependence on student assistants to operate circulation services on weekends. At this time, services on weekends can include only checkouts and checkins. To alleviate this problem and to make the Library's responsibility to remain open on weekends less vulnerable to propensities in recruitment and retention of student personnel, full time employees are needed in the Department to support weekend hours.

While the Library is ordinarily open 79 hours per week, extended hours were provided during the year to cover final examination periods. Regular personnel were scheduled to cover extended hours and they were paid on an overtime basis by the Office of the Vice President for Academic Affairs. Since extended exam hours were implemented to accommodate student studying, it is apparent that finding student assistants who can, or will, work during the extended period will continue to be an improbability.

Stacks Maintenance

In reaction to utter disarray caused by staffing shortages, stacks maintenance was a necessary Department priority during the year. With the reallocation of students from the desk and with CLSI support being confined to library open hours, a stacks maintenance program was planned and implemented. The stacks have been subsequently "read" twice during the year. Each student assistant was given a weekly assignment quota which was given priority equal to shelving operations.

Course Reserves

Due to understaffing, maintenance of course reserves services and operations were extremely difficult during the year. Julia Fagge, head of the course reserves section, was shifted from 60 to 40 percent responsibility for course reserves in order to provide desk services support. As a result, many cycles and maintenance processes traditionally required for reserve operations were not accomplished. With much hard work, processing of faculty requests saw no dramatic decline and, admirably, Ms. Fagge was able to execute the conversions necessary to move reserve circulation and control from CLSI to the NOTIS subsystem.

A major project for course reserves was the revision of the automated reserves database. Now based on a personal computer, the database originated initially from a file of 80 column Hollerith punch cards which was used to produce listings for accessing the materials. Under that erstwhile system, term to term changeovers were accomplished by moving the individual cards from one bin to another. We have evolved, and now, with the capability of having course reserves available online from any LUIS terminal, database management has required enhancement, addition of new fields to each record, and support for present operations during the changeover. In concert with the Library Systems section, bar codes were added to each record, data from CLSI was transcribed into the record, and print programs were modified to support the new structures. With these new structures, it will be possible at a future date to provide circulation and use statistics for items on reserve. This is a much needed function which the department has not had since migration from the Mohawk circulation system to CLSI in 1982.

Interlibrary Loans (ILL)

Currently supported by a .8 FTE Library Technical Assistant II and a .2 FTE Student Assistant, the ILL section has again experienced a productive year. The staff has processed in excess of 10,000 transactions during the fiscal year. **The level of personal productivity exhibited by Peggy Pruett has yet to be surpassed in all of SUS.** In favorable comparison to library acquisitions which traditionally orders and processes around 20,000 titles per year, interlibrary loans, which in some respects uses similar skills and tools, reflects exceedingly well. Again, sickness, vacations, and the need for circulation desk support have required that interlibrary loan operations be suspended for hours as well as days. Obviously, during such times, our response to OCLC requests has necessarily slipped. With the particular skills needed for student assistants in interlibrary loan (e.g., typing and the ability to schedule work hours at peak times of the day), \$3.35 has proved to be an unacceptable pay scale and has resulted in more than average turnover. Because only one student assistant can be assigned to this operation, when turnover occurs there are grave periods before we can hire and train a replacement. The time lapse between resignation and replacement often has been a month or more and the operation suffers a great deal.

In consideration of procedural workloads, correlation of collection adequacy with ILL requests has not been possible. When the proposed Collection Development unit has been organized by the Assistant Director, ILL records will be referred to it for analysis. An attempt will be made at that time to determine

if interlibrary loans requests are indicative of weaknesses in collection content, which may need to be remedied.

At the 1986 annual meeting of participants in the Florida Library Information Network (FLIN), the State University System interlibrary loan librarians were dismayed by the apparent radical change in attitude by the State Library, which administers FLIN. FLIN has evolved and grown dramatically during the past few years, providing increased workloads not only from FLIN but also stimulating other interlibrary loan activity through the OCLC interlibrary loan subsystem. On each campus, allocation of resources to interlibrary loans is resisted, because interlibrary loans, in most cases, support a constituency not affiliated with SUS and thus not budgeted for by the institution or the State. UNF workload statistics indicate that nearly 70% of all of our ILL requests are for supplying materials to other libraries while 30% support our own clientele. Likewise, FLIN allocations and its associated budget restrictions have not changed since the program began. UNF receives merely \$1,266 for its participation in FLIN in comparison with public libraries which receive several thousands. Effective this year, the State Library administration is requiring response standards that exceed what we are able to provide to our own clientele, and it requires statistics keeping not readily compatible with existing structures. The administrative attitude of the State Library appears to be insensitive to the impact of these new requirements on SUS ILL personnel in terms of increased workloads and commitments which each SUS library necessarily has to its primary clientele. The King Research Report, under which the FLIN objectives were set, failed to view personnel as a key factor or resource which should be supported by FLIN under the LSCA contracts or through state level grant/allocation structures. As a policy decision in this library, it is strongly recommended that future FLIN grant proposals submitted by the Library request personnel support as a basis for participation.

OPERATIONS

Accounts Receivables for Fines and Recharges

One of the rationales for the library's migration from the CLSI circulation system NOTIS was the audit trail required for transferring and tracking charges from the Library's accounts receivables to the local campus accounting system. CLSI had no way of assuring that for every written bill a machine readable bill would be produced, and vice versa. NOTIS has similar flaws which are currently being analyzed by FCLA. However, the difference in the two systems is that with NOTIS, we are able to program locally, outside of the proprietary environment and to compensate and remedy such flaws. When the programming is complete, we expect that the audit trail which we are developing to interface with NOTIS will be stronger than the existing standards for the local campus system.

Campus ID Cards

The Division, again, has been involved in discussion and implementation of a campus ID card with a committee established by the Vice President for Finance and Administration. The campus instituted a card for the first time during the Summer, 1987. Future plans for this card will be to include the Library bar

code, thus permitting library staff to photo-verify patrons before checking books and other materials out to them.

Equipment Inventory

The property manager, University Finance and Accounting, coordinated and executed the annual inventory for the library during the year. In this exercise, the Division was able to remedy some of the ambiguous descriptions, consolidate pieces, and identify all items to be surveyed. In addition to maintaining for the Library the university's equipment inventory procedures, we are responsible for equipment and furniture provided by the Florida Center for Library Automation (FCLA). The inventory for this equipment has been kept up to date with equipment values and submitted to the university administration so that it will be covered in the case of theft or fire.

Library recharges

Also, at issue at the State level during the year was the ability, under Board of Regents Regulations, for libraries to recharge for brokered services, primarily interlibrary loans and computer search services; and to recharge for costs associated with replacing library materials in addition to the retail value of an item, when a book has been lost and billed to a patron. As a result of recommendations made by the Division and passed through the various structures by the Director of Libraries, the issue was clarified at the Board of Regents (BOR) level and the regulations amended to permit such charges.

Security System and Safety Regulations

Following a long period of the Library's central security panel inoperability, the panel was finally repaired and again placed into service. However, with the repairs, the panel does not afford the protection provided in the original specifications and installation. Over the years, the system has been necessarily compromised in order to meet changing Fire Code regulations.

In compliance with the Fire Code Regulations, the University is installing a sprinkler system throughout the Library. This project is expected to be finished in the Fall, 1987.

Cost of Computer Supplies vs. Typewriters

The impact of automation in the Carpenter Library continues to emit changes. It is of interest to note that the Library maintains a greater number of personal computers/terminals and printers than was the case with typewriters. Rather than cutting paper costs, we have experienced a dramatic increase in paper flow. Coupled with the cost of ribbons and photocopiers, the paper generated is becoming a costly expense item. It may be well to analyze the the impact factors to determine if cuts can be made in this ballooning expense during the coming year.

LIBRARY SYSTEMS

A major accomplishment was the decision to migrate from CLSI to the NOTIS system which had become available in SUS.

Due to performance failures, it became increasingly apparent that the University must challenge CLSI's performance under the Library's existing contract and that the only way out of the situation was to migrate circulation to NOTIS at the earliest feasible date. This was a commitment made by the University Administration, the Library administration and staff. If we were successful, the migration would delete from the Library several time and fiscal responsibilities for maintenance of computer console hardware/support functions, enhancement of the existing CLSI system through University OCO budgets, and support maintenance from University expense budgets. It was anticipated that this would free library personnel and budget resources to functions more directly related to the Library's primary mission.

Pursuit of this migration commitment meant that the Library would have to maintain CLSI until we were ready to convert; and that CLSI would be run in parallel with the new NOTIS system until the circulation transactions could be totally moved to the new system. At that time, CLSI hardware could be also removed.

On April 8, 1987, CLSI, Inc. and the Board of Regents of the State University System of Florida, representing the University of North Florida, reached a settlement agreement based on CLSI's unfulfilled contractual obligations to provide software and functions specific to the University of North Florida contract. This agreement resulted in CLSI's reprocurement and projected removal of the system. This action proved to be timely because CLSI's software product currently requires major hardware upgrades--a commitment that the University would not have been able to support. UNF, in reaction to the settlement agreement between CLSI and the University of North Florida/Board of Regents, proceeded to "freeze" at CLSI software release 26.92 until its removal by April, 1988.

In July, 1986, an existing circulation LTAI position was approved for reclassification from a Library Technical Assistant to a Programmer/Analyst I for the express purpose of assuming the following job responsibilities: additional systems expertise, performing hardware/console operations, functioning as the CLSI operator, implementing NOTIS hardware installation/maintenance support, assisting in the establishment of NOTIS tables and interface systems, and implementing library-wide task and systems support through either commercial packages or custom programs.

Simultaneously, a new professional position was awarded to the Library and it was assigned to the Florida Center for Library Automation, on the Library's behalf, to support our conversion to the NOTIS system on a timely basis. The proceeds of the CLSI reprocurement were used to subsidize the dedicated programming support provided by this position which was assigned for one year to the FCLA. Important to this transitional stage was development of a level of support in the system equal to that of CLSI automation and with the addition of enhanced accounts receivables functions. UNF specifications for bibliographic and item loads were written by the Head of Technical Services, John Hein. Patron transfers, subsequent updates and the Accounts Receivables subsystem inter-

face were written by the Head of Systems, Robert P. Jones. The conversion date for parallel operation with CLSI is now expected to be July 20, 1987. The position slot allocated to FCLA was returned to UNF when the CLSI settlement agreement proceeds were received in April, 1987. It is that position that is being converted to the Assistant Head of Circulation.

The migration to NOTIS circulation has since required that, in addition to status quo operations and maintenance with the CLSI system (a full time job in itself), we identify and/or provide equivalent functions in NOTIS in another way. Additionally, the migration has required that policy tables be defined; hardware planned, ordered and installed; manuals written; training accomplished; and the system installed, tested and finally put into production. Demanded, also, was having both systems in place simultaneously. As of this writing "live" cutover to the NOTIS system is expected July 20, 1987, with simultaneous operation with CLSI continuing well into the Fall semester. This will require the manual transfer of transactions on the CLSI system to the new system and the review and/or alteration of procedures manuals, forms, and policies.

In the absence of timely materials from NOTIS and the Florida Center for Library Automation, it has been necessary to write circulation operations manuals, essentially from scratch. This has provided us with the unique opportunity to incorporate UNF library circulation procedures, policies and rationales into development of the NOTIS functions and to exclude from existing specifications procedures that may be abused or have the potential to cause indirect problems. As a result of such input, the Library has been influential with the NOTIS product, particularly in specifications for fines, bills, and course reserves. This contact has been with the NOTIS staff through the NOTIS Users Meetings and through the Florida Center for Library Automation. All materials developed by UNF will be shared with the SUS through FCLA.

The UNF Computer Center has fully supported the Library in equipment installation and in systems development for patron and accounts receivables interfaces. We express thanks to Bruce Rouzie and other members of the Computer Center staff for their valued assistance.

Other activities with FCLA have involved evaluation of equipment. In this respect, the Library has been on the cutting edge in areas of PC/operator emulation, remote dial-access to LUIS, writing specifications for and implementing prototype interface systems.

Locally, we are actively supporting WordPerfect (word processing), PC-File (course reserves and other database management), MathPlan (OPS tracking and other spreadsheet applications), and the applications program interface which permits PC programs to interact with 3270 sessions (terminal operator emulation), which presently support course reserves. Custom programs (i.e., PASCAL) have been developed to print course reserve lists, interlibrary loan invoices, and to automate circulation tasks. The library systems office has coordinated the wiring of the Library and installation of equipment for the LUIS and NOTIS terminals to be used. This included 68 devices: microcomputers, controllers, and printers, along with cables, manuals, terminal tables and chairs.

A procedure for requesting support for other library operations has been established, and a queue is developing for training, implementation, equipment

evaluation, and custom programmed systems. There is already a sizeable queue awaiting support.

Hampering these efforts is the ever-present understaffing of the Circulation Department and the Division, requiring staff to interrupt seeking and implementing solutions in order to provide desk services. It is interesting to note that library automation in Florida is big business. The Florida Center for Library Automation's workload on the Northeast Regional Data Center makes it the single largest user of that data center.

Robert P. Jones
Head, Operations/Systems Division
Head, Circulation Department

**LIBRARY CIRCULATION AND USE STATISTICS
COMPILED BY THE CIRCULATION DEPARTMENT**

**SUMMARY CIRCULATION STATISTICS
Fiscal Year 1986-1987**

TRANSACTIONS:	CIRC	DOC	MRC	PER	REF	RSV	TOTAL
Regular, automated	83,212	2,179	5,255	0	0	10,489	101,135
Regular, manual	0	26	0	0	24	901	951
Lending TOTAL:	83,212	2,205	5,255	0	24	11,390	102,086
In Library Use:							
-Books/Unspecified	87,206	0	5,443	0	35,542	0	128,191
-Periodicals, bound/current	0	0	0	93,656	0	0	93,656
-Microforms	0	0	0	30,741	0	0	30,741
-Documents, U.S.	0	17,661	0	0	0	0	17,661
-Documents, Florida	0	2,370	0	0	0	0	2,370
In-library TOTAL:	87,206	20,031	5,443	124,397	35,542	0	272,619
TOTALS:	170,418	22,236	10,698	124,397	35,566	11,390	374,705

INTERLIBRARY LOANS TRANSACTIONS:

	FILLED		UNFILLED/CANCELLED	WORKLOAD	
UNF Supplied: Books	3,085		1,314		
UNF Supplied: Photocopies	1,564		1,015		
TOTAL SUPPLIED BY UNF:	4,649	77.3%	2,329	6,978	69.1%
UNF Requested: Books	553		538		
UNF Requested: Photocopies	814		1,212		
TOTAL REQUESTED BY UNF:	1,367	22.7%	1,750	3,117	30.9%
TOTALS:	6,016	59.6%	4,079	10,095	
INCREASE FROM LAST YEAR:	+826		+762	+1588	18.67%

GRANT SUPPORT: Florida Library Information Network \$1,266.00

COURSE RESERVES: Requests Processed: 1,648

LIBRARY/CIRCULATION OPERATIONS

Hours open per typical week: 79
Total days open per typical week: 7

ENTRANCE GATE COUNT, TOTAL: 396,284

PATRON LIBRARY CARDS. New accounts opened: 3,644

1986-1987 CIRCULATION ANALYSIS BY CLASSIFICATION

		DOC	MRC	RSV	MAIN	*TOTAL*	PERCENTAGE
Undefined	New; not yet assigned	596	380	1,784	3,466	6,226	6.1561%
A-AZ	General Works	61	48	0	131	240	0.2373%
B-BD,BH,BJ	Philosophy	0	6	30	798	834	0.8246%
BF	Psychology	0	167	328	3,632	4,127	4.0807%
BL,BN-BQ	Religion	0	0	66	674	740	0.7317%
BM	Religion - Judaism	0	0	0	62	62	0.0613%
BR-BX	Religion - Christianity	1	22	24	800	847	0.8375%
C-CT,D	History - General	163	121	71	1,263	1,618	1.5998%
DA	History - Great Britain	0	0	0	456	456	0.4509%
DB-DJ,DL,DP,DQ	History - Other West European	0	3	43	718	764	0.7554%
DK,DR	History - Russia and East European	0	0	46	284	330	0.3263%
DS	History - Asia	1	2	6	850	859	0.8494%
DT	History - Africa	0	0	35	352	387	0.3827%
DU-DZ	History - Australia, Oceania	0	0	0	30	30	0.0297%
E	History - American; United States	96	6	54	2,230	2,386	2.3592%
F1-F199	History of the States	0	7	0	129	136	0.1345%
F1000-F1199	History - Canada	0	0	0	18	18	0.0178%
F1200-F1399	History - Mexico	0	0	0	28	28	0.0277%
F1400-F2199	History - Centr/Latin Am; W. Indies	0	0	0	276	276	0.2729%
F2200-F3799	History - South America	0	0	0	186	186	0.1839%
G-GC	Geography	3	0	10	121	134	0.1325%
GF-GT	Anthropology	9	3	0	509	521	0.5152%
GV	Sports, Recreation	0	2	1	962	965	0.9542%
H	Social Sciences - General	0	0	59	270	329	0.3253%
HA	Statistics	0	0	0	142	142	0.1404%
HB-HD,HF-HJ	Economics	7	128	1,601	9,918	11,654	11.5232%
HE	Transportation and Communication	228	0	1	368	597	0.5903%
HM-HT,HX	Sociology	11	38	88	5,073	5,210	5.1515%
HV1-HV5999	Social pathology and welfare	0	8	2	1,792	1,802	1.7818%
HV6000-HV9999	Criminology	0	4	9	1,405	1,418	1.4021%
J	Political Science	98	7	35	1,173	1,313	1.2983%
K	Law - General	0	0	0	75	75	0.0742%
KD, KDC-KDK	Law - Foreign	0	2	13	57	72	0.0712%
KF	Law - United States	0	7	32	1,183	1,222	1.2083%
KFA-KFZ	Law - U.S. - State and Local	0	0	3	9	12	0.0119%
L-LB1139	Education - Genl. theory & practice	39	11	250	2,483	2,783	2.7518%
LB1140-LB1602	Education - Preschool/primary/elem.	0	31	112	821	964	0.9532%
LB1603-LB1699	Education - Secondary	0	6	76	144	226	0.2235%
LB1700-LB2299	Education - Teacher Education	0	0	0	93	93	0.0920%
LB2300-LB2799	Education - Higher Education	0	3	64	269	336	0.3322%
LB2800-LB9999	Education - Admin and Supervision	0	6	77	939	1,022	1.0105%
LC	Education - Special Education	3	9	4	1,354	1,370	1.3546%
LD-LZ	Education - Other genl. aspects	3	27	0	54	84	0.0831%
M	Music	1	797	0	61	859	0.8494%
ML	Music - Literature & Composition	0	28	44	789	861	0.8513%
MT	Music - Instruction and Study	0	13	39	136	188	0.1859%
N,NX	Visual arts; general art	5	8	5	893	911	0.9008%
NA	Architecture	9	1	0	278	288	0.2848%
NB-NE	Art Media	0	9	2	1,775	1,786	1.7660%
NK	Art - Decorative and Applied	0	9	5	276	290	0.2867%
P	Philology and Linguistics	7	12	18	353	390	0.3856%

		DOC	MRC	RSV	MAIN	*TOTAL*	PERCENTAGE
PA	Classical languages & literature	0	0	0	253	253	0.2502%
PB-PD,PF	Modern European Languages	3	0	0	105	108	0.1068%
PE	English Language	0	6	4	336	346	0.3421%
PG-PM	African/Oriental/Slavic Lang. & Lit.	13	0	23	701	737	0.7287%
PN,PZ	Literature - General	0	56	55	2,007	2,118	2.0942%
PQ	Literature - Romance	0	0	0	603	603	0.5962%
PR	Literature - English	25	3	86	3,435	3,549	3.5092%
PS	Literature - American	0	10	23	3,898	3,931	3.8869%
PT	Literature - Germanic	0	0	0	228	228	0.2254%
Q	Science - General	0	1	0	288	289	0.2858%
QA	Mathematics	0	0	12	3,118	3,130	3.0949%
QB	Astronomy	0	3	0	134	137	0.1355%
QC	Physics	0	0	0	340	340	0.3362%
QD	Chemistry	0	0	0	241	241	0.2383%
QE	Geology	0	0	0	64	64	0.0633%
QH	Natural Hist; Genl geology/ecology	0	34	5	585	624	0.6170%
QK	Botany	0	1	0	231	232	0.2294%
QL	Zoology	0	1	1	493	495	0.4894%
QM-QP	Physiology and Human Anatomy	0	44	7	597	648	0.6407%
QR	Microbiology	0	0	0	118	118	0.1167%
R	Medicine - General	0	5	2	446	453	0.4479%
RA	Public Health	0	18	95	1,155	1,268	1.2538%
RB	Pathology	0	0	1	95	96	0.0949%
RC1-320;RC577-1199	Internal Medicine	0	33	20	746	799	0.7900%
RC321-576	Psychiatry and Neurology	0	82	141	1,913	2,136	2.1120%
RC1200-RC1245	Sports Medicine	0	0	0	36	36	0.0356%
RD-RS;RV-RZ	Medical Systems	0	30	17	1,360	1,407	1.3912%
RT	Nursing	0	24	82	1,535	1,641	1.6226%
S	Agriculture	88	33	4	272	397	0.3925%
T,TC,TN	Technology and Engineering	2	0	77	304	383	0.3787%
TA	Civil Engineering	0	0	0	268	268	0.2650%
TD	Environmental Technology	26	4	0	161	191	0.1889%
TE-TG,TL	Transportation Engineering	0	4	0	244	248	0.2452%
TH	Building Construction	0	0	0	265	265	0.2620%
TJ	Mechanical Engineering	0	0	0	168	168	0.1661%
TK	Electrical Engineering	0	0	2	352	354	0.3500%
TP	Chemical Technology	0	1	19	117	137	0.1355%
TR	Photography	8	37	25	439	509	0.5033%
TS	Manufacturing & Production Mgmt.	0	0	0	180	180	0.1780%
TT	Handicrafts	0	0	4	234	238	0.2353%
TX	Home Economics	0	6	0	198	204	0.2017%
U-V	Military & Naval Science	8	53	0	437	498	0.4924%
Y	Curriculum: (Unclassified)	225	4	0	16	245	0.2423%
YA-YC	-Social Studies, Political Science	0	150	0	4	154	0.1523%
YD,YDA-YDR	-History (Except U.S.)	0	8	0	0	8	0.0079%
YE	-History - United States	0	24	0	7	31	0.0307%
YFA-YFE	-Anthrop/Religion/Folklore/Ethnic studies	0	31	0	4	35	0.0346%
YFP	-Psychology	0	12	0	1	13	0.0129%
YFS	-Sociology	0	2	0	2	4	0.0040%
YFT	-Career Development	0	7	0	0	7	0.0069%
YG	-Geography	0	1	0	0	1	0.0010%
YGV	-Physical Education	0	33	0	0	33	0.0326%
YHB-YHF	-Economics & Business Education	0	29	0	1	30	0.0297%
YM-YMV	-Music	0	101	0	0	101	0.0999%
YNA-YNK	-Art	0	103	0	4	107	0.1058%
YPE	-Language Arts - English	0	368	0	11	379	0.3747%

	DOC	MRC	RSV	MAIN	*TOTAL*	PERCENTAGE
YPF-YPL	0	5	0	0	5	0.0049%
YPN-YPS	0	43	0	0	43	0.0425%
YPT	0	1	0	0	1	0.0010%
YPZ	0	749	0	18	767	0.7584%
YQA	0	100	0	2	102	0.1009%
YQB	0	94	0	1	95	0.0939%
YQC	1	21	0	0	22	0.0218%
YQD	0	5	0	0	5	0.0049%
YQE	0	19	0	2	21	0.0208%
YQH	0	83	0	13	96	0.0949%
YR-YRP	0	88	0	1	89	0.0880%
YS	0	1	0	0	1	0.0010%
YT-YTT	0	15	0	0	15	0.0148%
YTX	0	55	0	0	55	0.0544%
YZ	0	35	0	0	35	0.0346%
Z	0	1	42	620	663	0.6556%
*(numeric)	0	0	4,656	0	4,656	4.6037%
Prefix +	0	0	0	0	0	0.0000%
Prefix /	0	0	0	0	0	0.0000%
Prefix W	0	0	0	39	39	0.0386%
Prefix X	0	0	0	3,539	3,539	3.4993%
Numeric call number	1	631	12	0	644	0.6368%
Unclassified/undefined	39	16	0	43	98	0.0969%
	0	0	0	0	0	0.0000%
T O T A L S :	2,179	5,255	10,489	83,212	101,135	100.0000%

1986-1987 CIRCULATION ANALYSIS BY PATRON TYPE

CODE	CATEGORY	-----SERVICE DESKS-----				*TOTAL*	PERCENTAGE
		DOC	MRC	RSV	CIRC		
0	Undefined	26	1	22	561	610	0.6031%
1	U N F S P O N S O R E D	0	0	0	0	0	0.0000%
2	Graduate (alumni)	6	8	7	1,285	1,306	1.2913%
3	Governance	0	0	0	12	12	0.0119%
4	Public Relations	0	0	0	0	0	0.0000%
5	Employee spouse	0	1	0	15	16	0.0158%
10	S U S S T U D E N T	0	0	0	0	0	0.0000%
11	Florida A & M University	0	0	0	0	0	0.0000%
12	Florida Atlantic University	0	0	0	7	7	0.0069%
13	Florida International University	0	0	0	0	0	0.0000%
14	Florida State University	38	2	1	1,059	1,100	1.0876%
15	University of Central Florida	0	0	0	0	0	0.0000%
16	University of Florida	32	4	0	1,495	1,531	1.5138%
17	University of South Florida	0	0	0	4	4	0.0040%
18	University of West Florida	0	0	0	0	0	0.0000%
20	S U S F A C U L T Y	0	0	0	0	0	0.0000%
21	Florida A & M University	0	0	0	0	0	0.0000%
22	Florida Atlantic University	0	0	0	0	0	0.0000%
23	Florida International University	0	0	0	0	0	0.0000%
24	Florida State University	0	0	0	0	0	0.0000%
25	University of Central Florida	0	0	0	0	0	0.0000%
26	University of Florida	0	1	0	67	68	0.0672%
27	University of South Florida	0	0	0	0	0	0.0000%
28	University of West Florida	0	0	0	0	0	0.0000%
30	S U S S T A F F	0	0	0	0	0	0.0000%
31	Florida A & M University	0	0	0	0	0	0.0000%
32	Florida Atlantic University	0	0	0	0	0	0.0000%
33	Florida International University	0	0	0	0	0	0.0000%
34	Florida State University	0	0	0	0	0	0.0000%
35	University of Central Florida	0	0	0	0	0	0.0000%
36	University of Florida	0	0	0	0	0	0.0000%
37	University of South Florida	0	0	0	0	0	0.0000%
38	University of West Florida	0	0	0	0	0	0.0000%
39	Florida Department of Education	0	0	0	0	0	0.0000%
40	S U S I N T E R L I B R A R Y L O A N S	0	0	0	0	0	0.0000%
41	Florida A & M University	0	0	0	3	3	0.0030%
42	Florida Atlantic University	4	0	0	76	80	0.0791%
43	Florida International University	8	0	0	98	106	0.1048%
44	Florida State University	7	1	0	266	274	0.2709%
45	University of Central Florida	13	1	0	92	106	0.1048%
46	University of Florida	3	1	0	86	90	0.0890%
47	University of South Florida	5	3	0	83	91	0.0900%
48	University of West Florida	4	0	0	74	78	0.0771%
49	SUS Extension Library	0	0	0	0	0	0.0000%
50	A R E A P R O F E S S I O N A L S	0	0	0	0	0	0.0000%
51	Educational Community/faculty	67	0	0	745	812	0.8029%
52	Business Community	57	7	1	862	927	0.9166%
53	Medical/Allied Health Community	2	0	1	142	145	0.1434%
54	Government - City	0	0	0	0	0	0.0000%
55	Government - State: Florida	0	0	0	5	5	0.0049%
56	Government - Federal	0	0	0	113	113	0.1117%

CODE	CATEGORY	DOC	MRC	RSV	CIRC	*TOTAL*	PERCENTAGE
57	Social Services/Charities	0	4	0	1	5	0.0049%
60	O T H E R R E S E A R C H E R S	0	0	0	0	0	0.0000%
61	Specialized/Topical	0	0	0	231	231	0.2284%
62	Casual	0	0	0	191	191	0.1889%
63	Interlibrary referral/courtesy	0	0	1	32	33	0.0326%
66	Superintendent's 100 Scholars	9	2	0	1,333	1,344	1.3289%
80	F L I N R E S O U R C E S	0	0	0	0	0	0.0000%
81	State Library of Florida	2	0	0	28	30	0.0297%
82	Jacksonville Public Library	0	0	0	7	7	0.0069%
83	Orlando Public Library	10	0	0	92	102	0.1009%
84	Tampa Hillsborough Library System	0	0	0	24	24	0.0237%
85	Broward County Library System	0	0	0	0	0	0.0000%
87		3	0	0	38	41	0.0405%
88		3	3	0	47	53	0.0524%
90	I N T E R L I B R A R Y L E N D I N G	0	0	0	0	0	0.0000%
92	Florida through FLIN	31	4	0	626	661	0.6536%
93	Other Florida - Direct	45	3	0	539	587	0.5804%
94	Southeast, SOLINET, except Florida	56	7	0	248	311	0.3075%
95	Other	75	22	0	340	437	0.4321%
96	FLIN Resource Libraries	0	0	0	0	0	0.0000%
100	U N F S T U D E N T S	0	0	12	22	34	0.0336%
101	Freshman	74	27	164	3,203	3,468	3.4290%
102	Sophomore	27	21	139	3,421	3,608	3.5675%
103	Junior	366	489	2,411	12,031	15,297	15.1252%
104	Senior	299	412	3,572	13,374	17,657	17.4587%
105	Post Baccalaureate	96	317	1,114	9,302	10,829	10.7074%
106	Masters	314	237	1,708	11,521	13,780	13.6252%
107	Ph.D.	0	0	1	171	172	0.1701%
109	Special	7	91	145	1,458	1,701	1.6819%
151	Joint UNF Programs	0	0	0	11	11	0.0109%
152	Continuing Education/non-degree	216	199	951	7,226	8,592	8.4955%
153	Sponsored student/grants	1	0	0	1	2	0.0020%
154	Makeup/not currently enrolled	7	0	1	123	131	0.1295%
199	U N F E M P L O Y E E S	0	0	0	0	0	0.0000%
200	A & P	8	144	16	350	518	0.5122%
201	Career Service	28	175	96	2,402	2,701	2.6707%
202	Regular Faculty	225	2,909	73	6,776	9,983	9.8709%
203	Graduate Assistant/teaching	4	12	28	115	159	0.1572%
204	Faculty Adjunct	1	144	3	486	634	0.6269%
205	O P S	0	3	1	258	262	0.2591%
208	CWSP Graduate Assistant/teaching	0	0	14	3	17	0.0168%
250	Interim/Visiting	0	0	4	30	34	0.0336%
251	Faculty paid from non-UNF sources	0	0	0	0	0	0.0000%
252	Retired/Emeritus (courtesy)	0	0	0	0	0	0.0000%
253	Subcontractor employee	0	0	0	0	0	0.0000%
254	SUS extension faculty, assigned JAX	0	0	0	0	0	0.0000%
276	Terminated employee	0	0	3	0	3	0.0030%
290	Courtesy: faculty privilege	0	0	0	1	1	0.0010%
	T O T A L S	2,179	5,255	10,489	83,212	101,135	100.0000%

1986-1987 CIRCULATION ANALYSIS BY PATRON TYPE
SUMMARY

UNF STUDENTS:	75,149	74.3056%
UNF EMPLOYEES:	14,308	14.1475%
NON-UNF BORROWERS:	8,597	8.5005%
INTERLIBRARY LOANS:	3,081	3.0464%

REFERENCE AND INFORMATION DEPARTMENT

During this past year, the Reference staff continued several projects begun in the previous fiscal year. In the fall, we introduced LUIS to our library patrons, who were gratifyingly receptive to the online catalog. Public terminals are located on the second, third, and fourth floors, with IBM Proprinters for public use attached to the terminals in front of the Reference desk. Instructional materials prepared by Florida Center for Library Automation (FCLA) Public Services Committee and Library of Congress Subject Headings Lists accompany each terminal cluster on all floors. Although the public terminals are locked into the UNF catalog database, Reference staff, through the terminal at the Reference desk, can search the other SUS library catalogs upon patron request. For staff use, we adapted the training manual prepared by FSU for LUIS to fit our own circumstances. Unfortunately, no sooner is a section finished than the system changes slightly, so that the manual is in a constant state of flux.

In the Special Collections area, Mrs. Eileen Brady completed the organization of the John E. Mathews collection and opened it to the public. Through the use of PC-File, she has prepared an index to the materials in the Mathews Collection and to the University Archives, for which she has been complimented by our History Department faculty.

At the request of a faculty member in the Accounting Department, we added Prentice-Hall's online tax service, PHINET, to our online databases. In December, a vendor representative trained staff members in the use of the system, which now complements our other services available from DIALOG.

As a variation on the preparation of bibliographies, the staff has begun a "topics of interest" bulletin board in the Reference area. Each staffer is encouraged to prepare a display, accompanied by a brief bibliography, on a subject area which interests her/him, such as business ethics, right brain/left brain development, Jackie Robinson, SDI, or the impact of AIDS in Africa. The purpose of the board is to stimulate interest in topics found in current news or literary magazines, and the accompanying selective bibliography suggests further reading. Students have exhibited a great deal of interest in each board, resulting in the copying of additional bibliographies. Additionally, LTA II, James Alderman, now produces a monthly annotated list of reference book acquisitions.

This year we had only one staff member change. Joel Mercer, a graduate student in the Department of Mathematics, replaced Melinda McClure as a Library Technical Assistant II, half-time.

This past year has been one of consolidation and refinement of services to our existing clientele. The Reference staff is looking forward to the new academic year, which will bring UNF's first class of engineering students and offer new challenges to the staff.

Kathleen Cohen
Head, Reference Department

UNIVERSITY OF NORTH FLORIDA LIBRARY
 REFERENCE AND INFORMATION DEPARTMENT
 WORKLOAD STATISTICS 1976-87

	INFORMATION	INSTRUCTIONAL	DIRECTIONAL	REFERENCE	MICROFORM	TOURS	COMPUTER SEARCHES
1976-77	7,791	2,263	2,685	1,800	2,376	40	-
1977-78	8,241	2,468	2,709	2,306	2,823	40	185
1978-79	10,420	3,279	4,231	3,266	3,179	42	250
1979-80	13,277	3,223	4,767	2,853	3,212	54	232
1980-81 ^a	14,770	3,592	6,326	2,265	3,743	65	256
1981-82	17,565	4,569	5,385	3,299	4,636	63	201
1982-83	17,916	4,203	5,787	3,010	4,813	48	144
1983-84 ^b	19,404	7,925	3,552	3,461	4,655	28	185
1984-85 ^c	21,062	6,662	4,289	4,657	4,470	47	175
1985-86 ^d	17,537	9,482	5,264	6,134	6,893	48	140
1986-87	13,094	8,915	3,223	4,827	4,395	51	202

IN-LIBRARY MATERIALS USE^e

	REFERENCE RESOURCES	PERIODICALS BOUND/CURRENT	MICROFORMS
1985-86	35,665	92,702	38,885
1986-87	35,542	93,656	30,741

^a First year in new building

^b Year non-UNF tours were dropped as a service

^c First year of freshmen enrollment at UNF

^d Year reference service consolidated

^e 1985-86 is the first year these figures are broken out by library department; before that date the Reference figures are submerged in the total for Circulation

MEDIA RESOURCES CENTER

Once more, the Media Resources Center (MERC) has had a fabulous year. Personnel turnover was minimal, the budget more than doubled that of the previous year, and gifts were generous.

Service statistics soared. The MERC staff answered 33% more informational questions than they had in FY 85/86. Equipment use was up 57%, and instruction in the use of equipment increased 68%. Manual borrowing was up 80%. In addition, the staff did 13% more shelving than in FY 85/86.

Faculty, USPS positions, the Florida Engineering Education Delivery System (FEEDS) positions remained the same although responsibilities shifted. In February, Donald Rhoades, the UNF student who has held the FEEDS position since November 1985, replaced Kevin Kouis who held the Florida Institute for Science, Mathematics, and Computer Education (SMI) sponsored position. Rhoades' dual positions in MERC allowed him to work part-time six days a week. In addition, the MERC Department Head's hours at the Reference Desk were reduced from twenty to four per week allowing her more time in MERC. These changes contributed to the cohesiveness of the department and enhanced the quality of service. Finally, MERC benefited from the practicum projects of three Library Science students who worked on projects in the Curriculum Collection.

The budget for the fiscal year was \$55,000, approximately 50% more than that of the previous year. The increase was used to acquire compact discs, revitalize the Curriculum Collection, and sustain the audiovisual collection. About 60% of the departmental budget was expended to purchase audiovisual software. The bulk of these purchases was videocassettes in 3/4" u-matic format. However, the department also began to purchase in VHS and BETA formats to coordinate with equipment purchase projections in Instructional Communications. Another 30% of the budget was spent to update the social studies, music, art, language arts, mathematics, and science sections of the Curriculum Collection. Concurrent with the acquisition of new curriculum material, the collection was inventoried and heavily weeded. With the remaining portion of the budget, the department purchased over 400 compact discs (CDs). The CDs, representing new technology for the Library, were immediately processed and made available for general borrowing.

The Friends of the Library provided a compact disc player. MERC received gifts of equipment from Films for the Humanities, and Wallace A. McAlpine, M.D. Dr. McAlpine also donated 197 sound recordings. Other gifts included 23 sound recordings from Prof. Susana Urbina, and 208 slides from Prof. Richard Bizot. John M. Hein presented MERC with 214 sound recordings and eight music scores; staff member David Andreasen, and faculty members Jack Funkhouser and Prof. Robert Loftin gave audiovisual material.

Although the increased budget provided MERC with the opportunity to expand, it also presented some problems. This year, a greater quantity of the items purchased proved to be defective than in previous years. Reviewing new material and returning unacceptable goods became a routine measure consuming many

hours of valuable staff time. The increase in acquisitions also placed additional strain on the Cataloging Department.

The chief goals for the coming year are continued concentration on collection development to ensure that the collection is timely and well maintained, and the refinement of procedures for ordering and reviewing audiovisual and curriculum material in an effort to prevent the evolution of a cataloging backlog.

Diane W. Kazlauskas
Head, Media Resources Center

**THOMAS G. CARPENTER LIBRARY
 MEDIA RESOURCES CENTER
 Fiscal Year 1986-1987**

MANUAL BORROWING SUMMARY

	<u>SLIDES BORROWED</u>		<u>PICTURES BORROWED</u>		<u>COMPACT DISCS 86/87*</u>
	85/86	86/87	85/86	86/87	
JULY	127	301	101	12	
AUG	57	164	9	0	
SEPT	190	220	3	24	
OCT	91	345	6	9	
NOV	219	326	7	15	
DEC	33	172	44	0	
JAN	110	335	5	49	
FEB	127	65	24	0	
MAR	103	196	1	8	
APR	28	117	31	0	65
MAY	56	178	2	0	
JUNE	176	155	15	65	
TOTAL	<u>1317</u>	<u>2574</u>	<u>248</u>	<u>182</u>	<u>65</u>

FY 84/85 1261 (not counted)

* Compact discs were made available by manual circulation for one month before online records were complete.

CIRCULATION STATISTICS

	<u>IN-LIBRARY USE</u>		<u>CIRCULATION TRANSACTIONS</u>	
	85/86	86/87	85/86	86/87
JULY	206	625	603	802
AUG	164	96	316	280
SEPT	268	237	512	393
OCT	276	345	656	567
NOV	470	434	676	507
DEC	452	799	631	794
JAN	350	364	472	450
FEB	516	353	443	468
MAR	827	846	562	475
APR	428	400	583	887
MAY	147	484	410	727
JUNE	588	424	649	846
TOTAL	<u>4692</u>	<u>5443</u>	<u>6513</u>	<u>7196</u>

TOTAL CIRCULATION FY 1986-87 12,639
TOTAL CIRCULATION FY 1985-86 11,205

THOMAS G. CARPENTER LIBRARY
 MEDIA RESOURCES CENTER
 Fiscal Year 1986-1987

SERVICE STATISTICS

	INFORMATION			EQUIPMENT USED			EQUIPMENT INSTRUCTION		
	84/85	85/86	86/87	84/85	85/86	86/87	84/85	85/86	86/87
JULY	212	184	294	386	321	598	192	128	332
AUG	131	114	111	168	88	101	113	37	36
SEP	176	334	265	318	725	671	154	224	304
OCT	309	272	266	660	579	742	337	185	229
NOV	225	184	252	388	402	590	205	205	199
DEC	49	96	148	113	314	551	50	105	148
JAN	273	223	246	389	299	541	183	113	239
FEB	324	201	214	380	330	647	163	118	225
MAR	143	165	321	332	292	743	93	145	267
APR	170	212	282	354	400	868	138	135	304
MAY	74	142	249	117	345	497	45	170	243
JUNE	163	140	368	288	633	888	91	198	438
TOTAL	<u>2249</u>	<u>2267</u>	<u>3016</u>	<u>3893</u>	<u>4728</u>	<u>7437</u>	<u>1764</u>	<u>1763</u>	<u>2964</u>

AUDIOVISUAL COLLECTION INVENTORY

	TITLE COUNT				
	FY 84/85	FY 85/86	ADDED	WITHDRAWN	FY 86/87
<u>CLASSIFIED MATERIAL</u>					
AUDIOCASSETTES	767	578	3	0	581
COMPACT DISCS	0	0	376	0	376
FILMLOOPS	31	31	1	0	32
FILMSTRIPS	683	645	1	99	547
MOTION PICTURE FILMS	428	440	2	1	441
SLIDE SETS	371	374	7	0	381
VIDEOCASSETTES	519	553	141	0	694
TOTALS	<u>2799</u>	<u>2621</u>	<u>531</u>	<u>100</u>	<u>3052</u>

GOVERNMENT DOCUMENTS DEPARTMENT

The Government Documents Department is the only vertically-integrated unit in the library; that is, virtually all the acquisitions, processing, and service which are usually distributed among other departments, are here all performed by the same staff. It is, therefore, with a great deal of pride and gratitude to the permanent staff that I write this report for the fiscal year 1987.

In all places where performance can be numerically measured, increases are present. Patron assistance is up 29 percent; patron use of material as measured by in-house use statistics increased 35 percent. As a tribute to the ability of Mrs. Joan Pickett, nearly 3,200 federal and state documents were cataloged. The assistance of the Cataloging Department is recognized, especially the original cataloging supplied by Dr. Angela Randtke. Working closely with the Heads of Cataloging and Technical Services, we were able to establish routines for cataloging locally on the NOTIS on-line cataloging system and to begin the transition from CLSI to NOTIS. Mrs. Sarah Phillips has been in charge of the Department during some evenings and on the weekends in a part-time capacity. Her ability to process the Depository Library Program shipments, add items to a shelf list which I am sure seems never to end, and to provide full reference services to our evening and weekend patrons in a truly professional manner is noted and deeply appreciated.

Plans were adopted to enlarge the departmental shelving area: this will be accomplished as money becomes available to purchase the needed shelves. The space problem is not critical because we have been able to balance our collection additions by weeding many of the opening day gifts which by now are obsolete.

The increase in use and patronage is basically due to the relocation of the Documents reference desk into the main reading room in the third floor and the merging of the Government Documents catalog with the general (on-line) catalog.

In February, the Depository Library Inspector from the Government Printing Office made her periodic visit. We were very pleased to receive an excellent rating of 91 out of a possible 100 points. The only notable shortcoming was in personnel. Given the amount of cataloging done and the amount of reference service being provided by the same staff, it was recommended that another professional position be allocated to permit the technical staff to concentrate on processing and cataloging, and the professional staff to perform reference, public awareness, and bibliographic functions.

Bruce T. Latimer
Head, Government Documents Department

**UNIVERSITY OF NORTH FLORIDA LIBRARY
GOVERNMENT DOCUMENTS DEPARTMENT
WORKLOAD STATISTICS 1983-1987**

	INFORMATION	INSTRUCTION	DIRECTION
1983-84	1,509	176	408
1984-85	1,797	40	148
1985-86	2,287	94	387
1986-87	4,102	164	490

	REFERENCE	IN-LIBRARY USE	CIRCULATION (1)
1983-84	1,359	8,003	1,079
1984-85	1,508	9,363	115
1985-86	1,384	13,106	64
1986-87	1,101	20,031	26

	ADDED	WITHDREW	CATALOGING (2)
1983-84	16,165	9,503	
1984-85	15,597	7,773	
1985-86	16,526	7,456	2,453
1986-87	19,119	7,746	3,197

(1) Most circulation transactions were automated in January 1984.

(2) Routine online cataloging (OCLC) began in August 1985.

LIBRARY ADVISORY COMMITTEE

Following the practice of previous years, the Library Advisory Committee met each semester in 1985-1987. The meetings followed an established pattern: the Director of Libraries' reports to the membership on library activities, which is then followed by a general discussion.

In the fall 1986 meeting the Committee discussed and modified the Library Carrel Policy. One major change was the criteria of eligibility. At this time anyone who has a permanently assigned office space on campus is ineligible for a library carrel. This clearly benefits students and adversely affects the teaching faculty who may not apply for a carrel unless he/ she is on sabbatical leave and his/her office has been temporarily assigned to someone else (e.g., adjunct instructor).

This policy change was received with resentment on part of some faculty members. It was revisited in the spring semester meeting and reconfirmed by the committee. The policy remains in effect.

The Committee is chaired by Dr. Bruce Gutknecht; the membership has remained unchanged. Director Farkas is a non-voting ex officio member.

LIBRARY ADVISORY COMMITTEE MEMBERS

Dr. Bruce A. Gutknecht, Chair	Professor	Curriculum & Instruction
Ms. Ronald J. Adams	Associate Professor	Management, Marketing & Logistics
Mr. John H. Anderson	Investigator	Campus Police
Dr. Sally A. Coltrin	Professor	Business Administration
Mr. Andrew Farkas	Director of Libraries	Library (ex officio)
Dr. Mary L. Grimes	Associate Professor	Curriculum & Instruction
Dr. Kenneth M. Jennings	Professor	Business Administration
Dr. Satya S. Pachori	Professor	Language & Literature
Dr. Christine E. Rasche	Associate Professor	Sociology & Political Science

**LIBRARY STAFF
as of June 30, 1987**

LIBRARY FACULTY PERSONNEL

Employee	Date of Hire	Position
Eileen D. Brady	9/20/74	Periodicals Librarian
Kathleen F. Cohen	10/02/73	Head, Reference Department
Mary L. Davis	9/01/71	Reference Librarian
Andrew Farkas	5/04/70	Director of Libraries
John M. Hein	6/01/71	Head, Technical Services Div.
Ruth M. Jackson	10/26/84	Assistant Director of Libraries & Head, Public Services Div.
Robert P. Jones	1/14/72	Head, Circulation Department & Systems Division
Diane W. Kazlauskas	1/03/83	Head, Media Resources Center
Bruce T. Latimer	5/01/73	Head, Documents Department
Sheila A. Mangum	11/01/74	Head, Acquisitions Department
Angela W. Randtke	7/01/77	Assistant Cataloger
Linda L. Smith	5/08/72	Head, Cataloging Department
Victoria M. Thomas-Stanton	9/17/76	Head, Serials Department
Verna P. Urbanski	9/30/77	Associate Cataloger

UNIVERSITY SUPPORT PERSONNEL SYSTEM EMPLOYEES

Employee	Date of Hire	Position
James E. Alderman	11/01/74	Library Technical Assistant II
Shelley L. Anderson	1/18/85	Library Technical Assistant II
David T. Andreasen	6/04/82	Library Technical Assistant II
Doris Barie	8/31/79	Library Technical Assistant II
Sandra T. Bernreuter	5/28/85	Library Technical Assistant II
Sally M. Cruze	8/10/84	Library Technical Assistant I
Winona Davis (.5)	2/25/85	Library Technical Assistant II
Dorothy Deighan (.5)	8/18/86	Library Technical Assistant II
Cameletha Duncan	10/06/86	Library Technical Assistant I
Signe Evans	6/03/86	Library Technical Assistant II
Julia M. Fagge	5/11/84	Library Technical Assistant II
Robert Farnsworth	6/08/87	Library Technical Assistant II
Sylvia J. Gebhart	2/03/86	Library Technical Assistant I
David Green	11/01/74	Library Technical Assistant II
Barbara Laws	10/31/78	Library Technical Assistant I
Joel Mercel (.5)	10/27/86	Library Technical Assistant II
Carolyn Mobley	6/22/81	Executive Secretary
Sarah Philips (.5)	11/04/85	Library Technical Assistant II
Joan A. Pickett	10/24/83	Library Technical Assistant II
Peggy B. Pruett	1/10/74	Library Technical Assistant II
Rosa Rodriguez	10/06/86	Library Technical Assistant II
Doris M. Shriver	7/07/76	Library Technical Assistant II
David Snow	7/14/86	Computer Programmer Analyst I
Martha A. Solomon	9/13/71	Library Technical Assistant Supervisor
Cynthia L. Valentine	2/13/77	Library Technical Assistant I

NEW EMPLOYEES WELCOMED

EMPLOYEE	POSITION	DEPARTMENT
Dorothy Deighan (.5)	Library Technical Assistant II	Serials
Cameletha Duncan	Library Technical Assistant I	Cataloging/Admin.
Robert Farnsworth	Library Technical Assistant II	Serials
Joel Mercer	Library Technical Assistant II	Reference
Rosa Rodriguez	Library Technical Assistant II	Cataloging
David Snow	Computer Programmer Analyst I	Circulation/Systems

RECLASSIFICATION & PROMOTION

EMPLOYEE	FROM	TO
Julia Fagge	LTA I	LTA II*
Martha Solomon	LTA I--Coord.	LTA II-Supervisor*

*Reclassification

TERMINATIONS - USPS EMPLOYEES

Employee	Position	Effective Date
Dorothy Deighan (.5)	LTA II/Serials	6/19/87
Sylvia Miller	LTA II/Cataloging	8/28/86
Evelyn Trujillo	LTA II/Serials	4/16/87
John Wawzynski	LTA I/Cataloging/Serials	9/09/86

L I B R A R Y D I S P L A Y S - 1986-87

<u>DATE</u>	<u>TOPIC</u>	<u>LOCATION</u>
July 1986	"Images of Liberty" 100 years - Statue of Liberty posters	Reference
	Statue of Liberty book display	Reference
	New books display	Atrium
August	New books display	Reference
	New books display	Atrium
September	LUIS IS HERE!	Library
	Memoriam-Henry Moore, sculptor	Reference
	Max Beckman, artist, legacy to Jacksonville women (art books)	Reference
	New books	Atrium
October	IBM-PC Fair - computer book display	Reference
	United Nations Day Observance	Reference
	Jacksonville "Sweet Adelines" Concert display	Atrium
November	Novelist John Braine memorial	Reference
	Actor Cary Grant memorial	Reference
	"Othello" production at UNF	Reference
	Ramses II Exhibit in Jacksonville	Atrium
December	New Books for Holiday Reading	Atrium
	Make a New Year's resolution: Read more new books	Reference
January 1987	Dr. Martin Luther King, Jr. Observance	Reference
	New Books	Atrium
	A.A. Milne birthday observance	Reference
February	Novelist Alistair Maclean memorial	Reference
	Musician Liberace memorial	Reference
	BLACK HISTORY MONTH OBSERVANCE "Afro-American and the Constitution: Colonial Times to the Present"	Reference
March	"Books to Read when thinking of the Green" St. Patrick's Day	Reference
	New book suggestions for your Spring theme	Reference
	New books using Spring theme	Atrium
April	Author Erskine Caldwell memorial	Reference
	New books	Reference
	New books	Atrium

<u>DATE</u>	<u>TOPIC</u>	<u>LOCATION</u>
May	1987 Distinguished Professor Dr. Robert J. Drummond - Faculty Award	Atrium
	Small Business Week display	Reference
June	Guitarist Andres Segovia memoriam	Reference
	Dancer Fred Astaire memoriam	Reference
	Actor Jackie Gleason memoriam	Reference
	New books	Reference
	New books	Atrium
New books (4 cases)	Library Concourse	