

1983

## Annual Report 1981-1982 & 1982-1983

Thomas G. Carpenter Library

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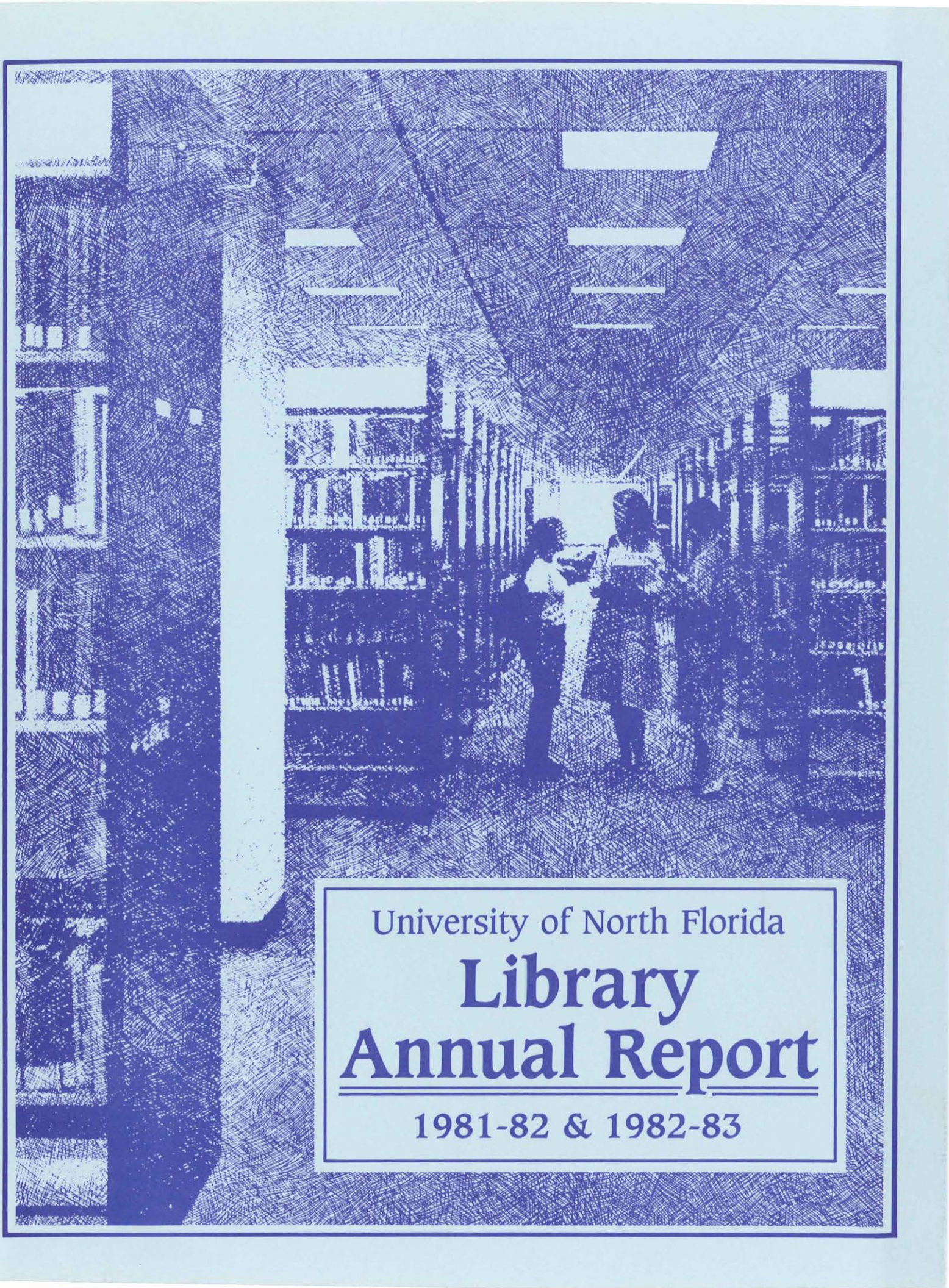
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University of North Florida  
**Library**  
**Annual Report**  
1981-82 & 1982-83



## PREFACE

The present edition of the Thomas G. Carpenter Library's annual report covers two fiscal years: 1981-82 and 1982-83. This arrangement came about as a matter of necessity rather than choice. It was a "first" for the library when the available expense dollars would not permit the printing and distribution of the annual report in 1982. Unexpectedly, the same thing happened a year later. This Preface is being written eleven months after the conclusion of the fiscal year which the second of the two reports covers; it is anticipated that a more generous expense allocation will not dictate fiscal prudence on such a scale, and the combined annual reports can finally go to press after the turn of the fiscal year.

The expense account is replenished at the beginning of each fiscal year, and the grand total determines which expenses can be wisely incurred and what must the library do without. Our conservative stance of the preceding years was fully justified; those expenditures that were indispensable for the day to day functioning of the library have depleted the account long before the end of the fiscal year.

The question may be raised as to the purpose and objective of publishing annual reports so long after the fact. The answer is twofold. First and foremost, the Annual Reports provide an on-going history of the library, both in narrative form and in numerical terms. It is a document frequently referred to in the preparation of reports, the assembly of statistical charts for in-house use for the university administration and the academic departments, or in reporting to extrainstitutional organizations and organs from SACS to Hegis. Second, the reports had been written and were being held in manuscript form, thus foregoing their publication would have wasted the intellectual effort that had gone into their preparation. At the same time, these reports keep the university and the library community in-state — and to some extent out of state — informed about the activities of the Thomas G. Carpenter Library. Under the circumstances a smaller press run has been made and the distribution limited primarily to UNF and the other SUS libraries.

It is hoped that difficult times of the magnitude just experienced will not recur. The library staff must be commended for enduring difficulties, inconveniences and material shortages with a sense of purpose, good humor, and a strong identification with the library's mission. Through the partial redeployment of staff, service was maintained and the patrons were unaware, for the most part, of the many makeshift solutions that had to be invented to continue library operations. All members of the library staff deserve to be complimented for their dedication and for maintaining a strong team spirit.

*Andrew Farkas*  
*Director of Libraries*

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1981-82



## INTRODUCTION

It has been often said that the library is the heart of an institution. To stay with this time-honored metaphor, in fiscal year 1981-82 the University of North Florida developed a dangerous heart condition. If a remedy is not found soon, it will inevitably lead to a cardiac arrest.

This gloomy prediction is prompted by the funding crisis of this fiscal year. The E & G Library budget for resources decreased 21.75% as compared to the previous fiscal year. In November-December 1981 the book budget was further reduced by \$41,000, the library's share in the funding recall imposed by Governor Graham.

The library's Budget Committee allocated the meager resources at the beginning of the year. The budget recall largely destroyed the results of the committee's careful deliberations and collection development fell victim to another setback. This experience has shown that the consistent decrease of funds and the effects of inexorable inflation, now further aggravated by mid-year budget cuts, wreaks havoc with annual planning. The disbursement of library funds is a year-round activity, a dynamic process that requires foresight and coordination. Deprived of the wherewithal to execute annual disbursements as planned demands the implementation of contingency plans whose essence is the reduction, deceleration and eventual halting of the acquisition of library materials. The library's budget committee estimates that the University of North Florida library needs a materials budget of \$720,000 in 1981/82 dollars to properly carry out its mission. A comparable amount has not been available since 1978/79.

It has been stated in various ways in these annual reports that staffing has been a problem which, rather than being resolved, has been aggravated by the growth and physical expansion of the University. It bears repetition that the library has not received a new line since 1975; on the contrary, in 1978 it lent one position for a year to the Downtown Center that has not been returned to the unit. During the intervening years the library's collection doubled, the student body has nearly doubled, the number of outside users more than doubled, the library space and the number of service points in the new building doubled, the sophistication of resources and services increased in a way inexpressible numerically — only the staff remained constant. In consequence, the special category of hourly employees (OPS) had to carry the burden not only of labor - intensive library functions but a range of semi-professional tasks as well. By necessity, this consistently underfunded category has been traditionally supported from moneys converted from other accounts. This budget transfer met with great difficulties this year. In February the library was threatened with the possible reduction of library hours and the partial elimination of week-end service. The impending cutbacks sent the entire campus into a veritable state of frenzy. Through the intervention of the entire administration the problem was resolved and services to the primary — UNF — clientele did not have to be reduced or eliminated.

Such service pressures, however, brought to the fore the matter of in-house service provided for members of the community not affiliated with the University. It has become standard practice for other local institutions, schools, junior colleges and universities, to incorporate UNF holdings in reading lists showing this library (with call numbers of books) as the source of assigned reading materials. In addition entire classes of schools, K-12, have been coming to UNF for library tours. It has also been established that when other libraries in the community are closed, specifically the public library and FJC libraries, UNF serves a noticeable portion of their patrons by default. While the library's hospitality has been willingly and cordially extended to all groups and individuals, it must be em-



phasized that this added, unfunded service demand exacerbates the staff shortages and brings into sharp focus the pressing need for additional service personnel.

In addition to the reduction of acquisition activities in response to insufficient funding, a particularly painful effort was made to reduce future expenditures. The serials subscription list has been reviewed again and some forcible reductions implemented. The resultant savings however will not be felt until the current subscriptions expire. It was painful having to resort to such a drastic measure, particularly faced with a large backlog of new subscription requests the library has been unable to honor for years. The UNF library subscribes to approximately 2,100 titles whereas an institution of the size and the curriculum of UNF should have a subscription list of an estimated 3,000 titles or more. This generalized, educated guess is likely to be revised upwards if subjected to a systematic survey. The subscription list was not allowed to grow over the years to its desirable size in order to keep serials expenses at roughly 45% of the total materials budget. Since subscription expense represents a constant with an annual increase at the rate of the inflationary factor, any reduction in funding throws the carefully planned budget off balance thereby permitting serials to dominate expenses and under exceptionally adverse circumstances deplete the materials budget.

The lack of adequate funds affected all phases of library operations. The purchase of new or replacement equipment had to be postponed for yet another year. Expense dollars remained constant once more, eliminating even a semblance of flexibility in their disbursement. In consequence the expense of the staff's out-of-town professional commitments and interests had to be borne predominately — and as the year progressed, exclusively - by the traveler. In the absence of adequate travel subsidy many librarians were prevented for purely financial reasons from attending conferences, seminars or workshops which would have been beneficial for the institution. As a result, the list of staff activities for the fiscal year is unusually short.

The outcome of applications for promotion has been of major concern to the staff. The last promotion of a librarian occurred in 1978. Two promotions that passed the library committee and carried the director's approval were turned down at the vice presidential level in 1979. Due to the exceedingly unpleasant experience surrounding this reversal, staff members refused to apply for a promotion for three years, until 1982. At the insistence of the Vice President for Academic Affairs, new promotion guidelines were drafted in 1980, which were approved and have been in effect since February 1981. In the year just ended three librarians applied for promotion and were successful in their pursuit: Kathleen F. Cohen and Robert Jones were promoted to University Librarian, and Bruce Latimer to Associate University Librarian. All three promotions were well earned and signaled an appropriate recognition of many years of distinguished service and accomplishments.

The library science program has been progressing well. Class enrollments have been on the increase, and the demand for these courses has remained consistent. With the change from quarter to the semester system all courses were converted from five to three credits, but experience soon showed that a straightforward numerical conversion failed to take into account the course contents and the inherent workload for both students and instructor. Consequently, two of the courses LIS 3731 (Cataloging) and LIS 3600 (Introduction to Bibliography/Reference) were changed from three to four semester credits. The change was approved in the April 8, 1982 meeting of the Faculty Association (FA 82-15).



In late 1981 a personal friend of the Director of Libraries donated to the UNF library a large collection of over 15,000 volumes of reprint books and journals. An item-by-item verification from **current** sales catalogs established the value of this gift at \$475,000, the largest single gift to the institution in its history. A large portion of the gift is being added to the collection; the balance will be utilized in the best interest of the library.

Another significant gift, although on a lesser scale, came to the library from the National Databank, a company headquartered in St. Petersburg. It is engaged in the microfilming of the annual reports of corporations and in January, 1982 the company gave to the UNF library a microfiche collection of the annual reports of approximately 5,000 major U. S. companies for the years 1978-80. The library was also given gift subscriptions for the subsequent years to bring the collection up to date. The value of this important gift is almost \$5,000.

It must also be mentioned that a large number of the faculty, many of whom have been quite generous in the past, have donated more books in this fiscal year than in previous years. The library's gratitude goes to all these individuals for their generosity.

Perhaps the only event of the year that left nothing but pleasant memories for all participants was the dedication of the new library building on August 15, 1981. Named after the university's founding president, Thomas G. Carpenter, legislative approval came late in the 1981 session and by the time Governor Graham signed the bill, August was the earliest time the ceremony could take place. It followed the August graduation whose keynote speaker, Distinguished Faculty Award recipient Dr. Frank McLaughlin, devoted a portion of his address to the library. Wishing to accord special recognition to the library and its staff, he said, in part:

The library had its inception 18 months prior to the opening of the University. The library staff was told to begin classes with 100,000 volumes. Textbooks in library science said that it was impossible to assemble that many volumes in that short period of time. My own memory of the library goes back to a very hot month of August just prior to the opening of those initial classes. The library staff was shelving those 100,000 volumes. . . with no air conditioning and very few windows.

Yes, the library staff met that initial deadline and they have continued, during the past nine (9) years, to meet each and every commitment. The library has grown from a single building, to an expansion which doubled the original size, to the beautiful new structure which we will dedicate today. The initial collection of 100,000 has grown to 450,000 and includes books, periodicals, newspapers, films, government documents, legal services, recorded music, sheet music, and many other items.

The most impressive feature of the library, however, is not the amount of floor space it occupies or the physical volume of the collection. Rather, it is the fact that the primary guiding force in its development has been the present and future needs of this faculty. If we have done our job correctly, and I believe we have, then our library is a unique and valuable resource. It is "tailor made" for our students, for our programs, for this community, and for the citizens which this University serves. I would like to thank Dr. Carpenter, the library staff, and everyone responsible for this most important facet of academic support.

The library dedication was attended by faculty, students, their families, prominent citizens and community friends. It was a brief, dignified, happy "family affair", long an-



anticipated, somewhat overdue, and profoundly satisfying at the same time, signaling the conclusion of an exciting period of planning and growth in the life of the library and the institution.

The library was also singled out in the speech given by Interim President Andrew A. Robinson at the December graduation. It is ironic that the library should be the recipient of generous recognitions from administrators, faculty, in-house and outside donors in a year when the reduction in funding places in serious jeopardy the maintenance of standards attained during the first decade of operation. It bespeaks of the dedication of the entire library staff that, in the face of adversity, they still strive to provide the service the library patrons have grown to expect. It is an indication of their integrity, maturity and determination, and it is also a pledge that the staff will perform according to the best of their abilities so long as the wherewithal of such performance is provided.

Andrew Farkas  
Director of Libraries

## LIBRARY BUDGET AS PERCENTAGE OF TOTAL UNIVERSITY E&G BUDGET

	1976-77	1977-78	1978-79	1979-80	1980-81	1981-82
Total Library Budget	646,684	1,231,548	1,305,216	1,093,809	1,271,593	1,151,959
University E&G Budget	9,086,947	10,535,661	11,801,865	13,049,321	14,254,796	16,203,995
% of E&G Budget represented by Library	7.1	11.7	11.1	8.4	8.9	7.1



## LIBRARY BUDGETS 1976-1982

	1976-77	1977-78	1978-79	1979-80	1980-81	1981-82
<b>Total Library Budget</b>	646,684	1,231,548	1,305,216	1,093,809	1,271,593	1,151,959
Personnel						
Line Item	396,847	427,893	456,676	532,093	583,802	632,810
OPS	22,022	55,919	56,112	36,382	57,684	74,118
Total	418,869	483,812	512,788	568,475	641,486	706,928
% of Total Budget	65.0	39.3	39.4	52.0	50.4	61.0
Operating Expense	35,751	36,752	36,924	38,358	48,510	42,023
% of Total Budget	5.5	3.0	2.8	3.5	3.8	4.0
Equipment (OCO)	160	41,857	19,465	150	9,355	0
% of Total Budget	0	3.4	1.5	0	.7	0
Books and Resources	191,405	669,127	735,159	486,826	572,242	403,008
% of Total Budget	29.5	54.3	56.3	44.5	45.1	35.0

**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**Acquisitions Department**  
**Materials Expenditures**  
**1976-1981**

	1976-1977	% of Total	1977-1978	% of Total	1978-1979	% of Total	1979-1980	% of Total	1980-1981	% of Total
<b>Materials: Continuations</b>										
Newspapers	1,588.93	0.8	1,604.94	2.4	3,042.68	0.4	2,152.68	0.4	3,388.97	0.6
Services	NA	0.0	10,232.84	1.5	19,909.69	2.7	20,366.18	4.2	21,098.30	3.7
Standing Orders	11,176.09	5.8	17,400.75	2.6	22,566.60	3.0	20,771.60	4.2	23,414.26	4.1
Subscriptions	72,896.44	38.1	82,619.36	12.3	101,757.08	13.8	116,378.93	23.7	143,458.08	25.1
Subs-Microform	8,142.50	4.3	12,236.00	1.8	18,386.05	2.5	18,452.68	3.8	20,124.60	3.5
<b>Subtotal</b>	<b>93,803.96</b>	<b>49.0</b>	<b>124,093.89</b>	<b>20.6</b>	<b>165,662.10</b>	<b>22.4</b>	<b>178,122.07</b>	<b>36.3</b>	<b>211,484.21</b>	<b>37.0</b>
<b>Materials: Non-Continuations</b>										
Audio-Visual	0.00	0.0	45,872.57	6.8	66,640.19	9.0	28,823.97	5.9	39,503.29	6.9
Backfiles	2,319.25	1.2	47,202.37	7.0	19,314.09	2.6	8,711.21	1.8	12,872.36	2.2
Backfiles-Micro	750.50	0.4	15,726.60	2.3	77,995.42	10.6	12,245.28	2.5	35,487.29	6.2
Books-Approval	52,189.73	27.3	183,425.24	27.3	143,979.91	19.5	115,794.12	23.6	113,657.02	19.9
Books-Ordered	23,096.91	12.1	155,444.75	23.1	134,033.68	18.1	66,879.19	13.6	93,481.74	16.3
Curriculum	1,548.52	0.8	19,257.22	2.9	11,201.96	1.5	6,689.12	1.4	6,944.65	1.2
Documents	455.00	.2	6,928.70	1.0	2,875.35	0.4	NA	0.0	NA	0.0
Miscellaneous	NA	0.0	NA	0.0	7,854.09	1.1	6,487.97	1.3	9,485.96	1.7
<b>Subtotal</b>	<b>80,359.91</b>	<b>42.0</b>	<b>473,857.45</b>	<b>70.4</b>	<b>463,894.69</b>	<b>62.8</b>	<b>245,630.86</b>	<b>50.1</b>	<b>311,432.31</b>	<b>54.4</b>
<b>Total Materials</b>	<b>174,163.87</b>	<b>91.0</b>	<b>597,951.34</b>	<b>91.0</b>	<b>629,556.79</b>	<b>85.2</b>	<b>423,752.93</b>	<b>86.4</b>	<b>522,916.52</b>	<b>91.4</b>
<b>Processing</b>										
Binding-Books	810.87	0.4	4,533.21	0.7	9,380.56	1.3	7,129.00	1.5	1,363.55	0.2
Binding-Journals	10,267.02	5.4	17,849.00	2.7	16,716.73	2.3	22,314.93	4.6	18,158.14	3.2
Postage, Handling	2,655.67	1.4	6,576.23	0.9	7,985.21	1.1	5,961.76	1.2	8,203.43	1.4
Solinet	3,508.45	1.8	32,071.71	4.7	56,015.71	7.6	10,469.10	2.1	16,793.79	2.9
Supplies	0.00		14,000.00		19,402.57	2.5	20,443.81	4.2	4,834.00	0.9
<b>Subtotal</b>	<b>17,242.01</b>	<b>9.0</b>	<b>75,030.15</b>	<b>9.0</b>	<b>109,500.78</b>	<b>14.8</b>	<b>66,318.60</b>	<b>13.6</b>	<b>49,352.91</b>	<b>8.6</b>
<b>Total Resources</b>	<b>191,405.88</b>	<b>100.0</b>	<b>672,981.49</b>	<b>100.0</b>	<b>739,057.57</b>	<b>100.0</b>	<b>490,071.53</b>	<b>100.0</b>	<b>572,269.43</b>	<b>100.0</b>



**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**Acquisitions Department**  
**1981-1982 Budget Disbursements**

	<b>Amount Expended 1981/82</b>	<b>% Of Total Expended</b>	<b>% Of Total Expended on Materials</b>	<b>\$ Change From 1980/81</b>	<b>% Change From 1980/81</b>
<b>Materials:</b>					
<b>Continuations</b>					
Newspapers	3,706.79	0.80	1.10	317.82	9.40
Services	23,793.87	5.20	6.90	2,695.57	12.80
Standing Orders	25,009.38	5.50	7.30	1,595.12	6.80
Subscriptions	133,549.93	29.10	38.80	-9,908.15	-6.90
Subs-Microform	22,797.50	5.00	6.60	2,672.90	13.30
<b>Subtotal</b>	<b>208,857.47</b>	<b>45.60</b>	<b>60.70</b>	<b>-2,626.74</b>	<b>-1.20</b>
<b>Materials:</b>					
<b>Non-Continuations</b>					
Audio-Visuals	11,048.65	2.40	3.20	-28,454.64	-72.00
Backfiles	1,275.37	0.30	0.40	-11,596.99	-90.10
Backfiles-Micro	27,884.98	6.10	8.10	-7,602.31	-21.40
Books-Approved	52,577.50	11.50	15.30	-61,079.52	-53.70
Books-Ordered	31,231.18	7.00	9.10	-62,250.56	-66.60
Curriculum	2,937.35	0.60	0.90	-4,007.30	-57.70
Documents	3,475.00	0.80	1.00	3,475.00	N/A
Miscellaneous	5,045.55	1.10	1.50	-4,440.41	-46.80
<b>Subtotal</b>	<b>135,475.58</b>	<b>29.60</b>	<b>39.30</b>	<b>-175,956.73</b>	<b>-56.50</b>
<b>Total Materials</b>	<b>344,333.05</b>	<b>75.10</b>	<b>100.00</b>	<b>-178,583.47</b>	<b>-34.20</b>
<b>Processing</b>					
Binding-Books	758.42	0.20	NA	-605.13	-44.40
Binding-Journals	19,848.87	4.30	NA	1,690.73	9.30
Postage, Handling	6,547.41	1.40	NA	-1,656.02	-20.20
Solinet	31,520.70	6.90	NA	14,726.91	87.70
Supplies	0.00	0.00	NA	-4,834.00	-100.00
<b>Subtotal</b>	<b>58,675.40</b>	<b>12.80</b>	<b>NA</b>	<b>9,322.49</b>	<b>18.90</b>
<b>Total Resources</b>	<b>403,008.45</b>	<b>87.90</b>	<b>NA</b>	<b>-169,260.98</b>	<b>-29.60</b>
<b>Non-Resources</b>					
Personnel	54,636.00	11.90	NA	4,636.00	9.30
Expense, Equipment	634.55	0.10	NA	-18,168.02	-96.60
<b>Total Non-Resources</b>	<b>55,270.55</b>	<b>12.10</b>	<b>NA</b>	<b>-13,532.02</b>	<b>-19.70</b>
<b>Total Expended</b>	<b>458,279.00</b>	<b>100.00</b>	<b>NA</b>	<b>-182,793.00</b>	<b>-28.50</b>
<b>Unexpended</b>					
Recalled	41,000.00				
Lost Balance:					
Personnel	2,414.00				

**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**Library Inventory**  
**1976-1982**

	1976-1977	1977-1978	1978-1979	1979-1980	1980-1981	1981-1982
<b>Main Resources</b>						
Beginning Inventory	169,304	182,853	206,779	226,374	245,704	259,846
Units Added	13,636	24,670	20,124	19,976	15,035	13,808
Units Lost or Withdrawn	(87)	(744)	(529)	(646)	(893)	(1,133)
Ending Inventory	182,853	206,779	226,374	245,704	259,846	272,521
<b>Other Resources</b>						
Beginning Inventory	71,143	83,664	105,119	128,619	172,667	192,891
Units Added	12,521	25,536	25,923	52,833	28,985	35,893
Units Withdrawn	-0-	(4,081)	(2,423)	(8,785)	(8,761)	(10,814)
Ending Inventory	83,664	105,119	128,619	172,667	192,891	217,970
<b>Total Collection</b>						
<b>Strength</b>	266,517	311,898	354,993	418,371	452,737	490,491
<b>Volumes in Process (FASTCAT)</b>	4,470	5,428	8,410	5,707	6,607	4,782

The year's acquisitions included 2,637 volumes on approval of which 2,429 were kept and 208 were returned (for a return rate of 7.9%); 1,304 firm orders for monographs, 36,924 curriculum and audio-visual items (including 36,391 pieces of microfiche), and 4,537 gifts of which 1,861 were added to the collections. Serials acquisitions are reported separately with Serials Dept. statistics.



**UNIVERSITY OF NORTH FLORIDA**  
**Collection Inventory**  
**1981-1982**  
**TITLES**

MAIN RESOURCES	On Hand 7/1/81	Added	Withdrawn	On Hand 6/30/82
General Collection	174,129	8,353	(111)	182,371 <sup>1</sup>
Bibliography	53	1	(2)	52
Documents (Classed LC)	64	25	(1)	88 <sup>2</sup>
Index/Abstract	211	4	(4)	211 <sup>3</sup>
Map/Atlas	94	11	0	105
Oversize	473	24	0	497
Periodicals	2,663	33	(31)	2,665 <sup>4</sup>
Reference	4,474	174	(294)	4,354 <sup>5</sup>
Special	318	0	(59)	259
<b>Total</b>	<b>182,479</b>	<b>8,625*</b>	<b>(502)</b>	<b>190,602</b>

**OTHER RESOURCES**

Annual Reports	2,890	103	0	2,993
Curriculum	2,475	641*	0	3,116 <sup>6</sup>
Media Resources	27,322	170	0	27,492
Music Scores	2,070	75*	0	2,145 <sup>7</sup>

OTHER CATEGORIES — e.g., PICTURES AND PAMPHLETS — ARE NOT COUNTED BY TITLE

<sup>1</sup>Includes 118 titles on microfilm, 13 microfiche.

<sup>2</sup>Includes 6 titles on microfilm.

<sup>3</sup>Includes 3 titles on microfilm.

<sup>4</sup>In this collection, one bibliographic title describes both microformat and hard-copy holdings.

<sup>5</sup>Includes 1 title on microfiche.

<sup>6</sup>Includes 2 titles on microfiche.

<sup>7</sup>Includes 3 titles on microfiche.

\*Of the total of 9,306 new titles handled by the Cataloging Department, 924 titles represent original cataloging, 1,630 modified LC cataloging, and 6,752 unmodified LC cataloging. In addition, 1,392 titles were recataloged.

**UNIVERSITY OF NORTH FLORIDA**  
**Collection Inventory 1981-1982**  
**Resource Units**

Main Resources	Hard Copy				Microfilm			Microfiche				Totals
	7/1/81	+	-	6/30/82	7/1/81	+	6/30/82	7/1/81	+	6/30/82	÷ 8	
General Collection	195,711	9,666	(127)	205,250	512	30	542	121	0	121	15	205,807
Bibliography	713	80	(8)	785	—	—	—	—	—	—	—	785
Documents (LC)	226	47	(1)	272	332	0	332	0	23	23	3	607
Index/Abstract	4,480	331	(30)	4,781	34	4	38	553	0	553	69	4,888
Map/Atlas	97	16	0	113	—	—	—	—	—	—	—	113
Oversize	513	24	(1)	536	—	—	—	—	—	—	—	536
Periodicals	30,621	2,185	(66)	32,740	13,877	644	14,521	768	0	768	96	47,357
Reference	11,897	766	(842)	11,821	165	7	172	680	0	680	85	12,078
Special	403	5	(58)	350	—	—	—	—	—	—	—	350
<b>Total</b>	<b>244,661</b>	<b>13,120</b>	<b>(1,133)</b>	<b>256,648</b>	<b>14,920</b>	<b>685</b>	<b>15,605</b>	<b>2,122</b>	<b>23</b>	<b>2,145</b>	<b>268</b>	<b>272,521</b>
<b>Other Resources</b>												
Annual & 10K Reports	15,076	1,880	(1,448)	15,508	—	—	—	8,472	41,307	49,779	6,222	21,730
College Catalogs	957	0	0	957	—	—	—	3,622	0	3,622	453	1,410
Curriculum*	3,607	1,652	0	5,259	—	—	—	3,353	0	3,353	419	6,740*
Docs (Su Doc)	82,590	17,432	(9,281)	90,741	1,241	28	1,269	91,852	34,076	125,928	15,741	107,751
ERIC	—	—	—	—	—	—	—	265,139	20,164	285,303	35,663	35,663
Maps	3,917	537	(85)	4,369	—	—	—	—	—	—	—	4,369
Media Resources (See Separate Listing)	—	—	—	—	—	—	—	—	—	—	—	29,169
Music Scores	3,756	118	0	3,874	—	—	—	486	0	486	61	3,935
Newsbank	—	—	—	—	—	—	—	15,614	2,499	18,113	2,264	2,264
Pamphlets	355	13	0	368	—	—	—	—	—	—	—	368
Pictures/Portraits	2,522	1,710	0	4,232	—	—	—	—	—	—	—	4,232
Telephone Directories	339	0	0	339	—	—	—	—	—	—	—	339
<b>Total</b>	<b>113,119</b>	<b>23,342</b>	<b>(10,814)</b>	<b>125,647</b>	<b>1,241</b>	<b>28</b>	<b>1,269</b>	<b>388,538</b>	<b>98,046</b>	<b>468,584</b>	<b>60,823</b>	<b>217,970†</b>
<b>GRAND TOTAL</b>	<b>357,780</b>	<b>36,462</b>	<b>11,947</b>	<b>382,295</b>	<b>16,161</b>	<b>713</b>	<b>16,874</b>	<b>390,660</b>	<b>98,069</b>	<b>488,729</b>	<b>61,091</b>	<b>490,491†</b>

\*The total for this collection includes media statistical units not specified in this chart. For a breakdown see Curriculum Collection inventory which follows.

†Vertical total only.



**UNIVERSITY OF NORTH FLORIDA  
Serials Department**

	Previous Totals	Net Change 1981-82	Totals to Date
<b>SUBSCRIPTIONS:</b>			
Newspapers	21	0	21
Periodicals	2,216	10	2,226
Business & Legal Services	186	- 10	176
Microfilm	108	- 5	103
Free/Gift	142	29	171
Depository (Gov't. Docs.)	38	10	48
<b>STANDING ORDERS</b>	<b>485</b>	<b>- 6</b>	<b>479</b>
<b>BINDERY STATISTICS</b>	<b>Volumes</b>		
Books	134		
Periodicals	2,619		

**CHECK IN:**

During the year 23,875 current issues, 11 complete backfile volumes and 225 back issues, 612 microfilm reels, and 19,983 pieces of microfiche were checked in; in addition, 250 volumes and 1,249 periodical issues were received as gifts of which 90 volumes and 161 issues were retained. Finally, 626 claims were issued for unreceived materials.

**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**Collection Inventory 1981-1982**  
**Curriculum Collection**

	Titles			Statistical Units		
	7/1/81	+	6/30/82	7/1/81	+	6/30/82
Cards	9	2	11	9	2	11
Cassettes	33	0	33	45	0	45
Charts	3	0	3	12	0	12
Filmstrips	125	0	125	146	0	146
Games	8	0	8	9	0	9
Hard Copy Texts	2,047	591	2,638	3,607	1,652	5,259
Kits	114	16	130	505	33	538
Microfiche Equivalents (Curriculum Guides)	2	0	2	419	0	419*
Posters	11	0	11	42	0	42
Records	61	31	92	81	38	119
Slides	2	0	2	4	0	4
Tests	60	1	61	128	8	136
<b>Total</b>	<b>2,475</b>	<b>641</b>	<b>3,116</b>	<b>5,007</b>	<b>1,733</b>	<b>6,740</b>

\*3,353 pieces ÷ 8



## TECHNICAL SERVICES

The work of the Division in the past fiscal year was shaped by two major events: a sizeable reduction in the funds available for the purchase of new library resources and, simultaneously, the receipt of a very large gift of books and periodical backfiles. The two events had the fortuitous effect of, in some ways, balancing each other.

When the amount of the library's appropriated book funds became known in August, 1981, it was already seen that the figure was about 22 percent less than the previous year. As the autumn months unfolded it became increasingly clear that state revenue shortfalls would necessitate the withholding of a portion of the University's appropriations. After some uncertainty, the library's book budget finally fell victim to these circumstances. The reduction was \$41,000, the total disbursed during the year thus falling a full 29 percent below that of 1980/81. Given the necessity of expending \$54,000 of book funds to supplement the regular funding of student assistants (\$4,000 or 8 percent more than the previous year) the library was forced to spend 30 percent less on resources than in 1980/81.

A closer look at the use of these resource dollars is also quite informative. Of the \$403,000 spent in 1981/82, 52 percent (\$208,857) was expended for serials and business services. Add to that the cost of binding the journals, and the amount rises to 57 percent. This portion of the resources budget has proved to be quite intractable over the years and highly reflective of major inflationary trends in the publishing industry. Despite several judicious cancellations — if cancellations made in the heat of a budget crisis can ever be considered judicious — the total amount of this category was reduced by only \$2,000, a mere one percent decrease.

Another portion of the resource budget which continues inexorably to increase each year is that spent for the services of OCLC, the on-line cataloging and inter-library loan utility, and for those services generically categorized as "postage, freight, and handling." Last year, something in excess of two percent of the resources budget was claimed by these services. In addition to rate increase, the reasons that this category does not rise and fall in proportion to the total resource budget are three-fold. First, cataloging activity does not correlate at all with new book purchases and is, in fact, evened out over the years because of the FASTCAT and other backlogs. Even if no new books were purchased for a period of several years, the audio-visual resources of the Media Resources Center — which have remained, for the most part, uncataloged — would provide an almost endless source of work for the Cataloging Department. Second, interlibrary loans tend to share an inverse relationship with the amount spent on resources (or at least the amount thereof spent on new books) — i.e., the smaller the quantity of new books, the larger the number of loans made from other libraries. Third, the amount spent for "postage, freight, and handling" consists largely of the service charge paid to the library's subscription agencies. Since the amount spent on serials continues to increase, so does the handling charge.

The remainder of the resources budget, the final 40 percent or, last year, \$135,475, is what must be spread across all other needs — books, audio-visual materials, backfiles, missing periodical issues, maps, documents, etc. This category is obviously that which suffers the full effects of any budget crisis, and last year the amount disbursed for these materials was off 56 percent from the previous year. The sub-category, new books, was down 62 percent from 1980/81, and, indeed, only 3,700 new books were purchased last year, down from 9,800 the year before. This trend in new acquisitions cannot be sustained



for long without doing serious damage to the collections. Either a higher level of funding will need to be sustained in the future or a new ratio will have to be sought between serial continuations and all other types of acquisitions.

On a more positive note, in September of last year, the library was made the recipient of a major gift of monographs and periodical backfiles. Consisting of a sampling of the output of several reprint publishers over the past fifteen years, the total collection contained 12,479 periodical volumes and 2,872 monographs. Because the collection was relatively unorganized, a great deal of staff time was required to unpack, shelve, organize, and inventory the volumes. It could not, of course, have occurred at a more convenient moment in view of the reduced resources budget. This is not to say that the gift titles, of which about 2,100 have been selected and added to the collections, made up for those new imprints which the library was not able to acquire. Nonetheless, many of the titles which have now been made part of the collection because of this generous donation are those which were not available for purchase because they had gone out of print before the early seventies when the library was in formation. A rather detailed study has been made of the listed or catalog value of the volumes comprising the gift with the conclusion that, if purchased at stated retail value, the collection would cost in excess of \$475,000. While the library does not intend to retain the entire collection (many of the items fall beyond the scope of this institution's curricular interest; other items are already owned), it will make every effort to realize the full benefits of this greatly appreciated donation.

Late in the previous fiscal year, a recommendation was made by the present writer that a microcomputer be purchased by the library. Funds were found, and an Apple II Plus with a total of 64K bytes of primary memory was purchased. It was fully realized at the time of purchase that such computers were not capable of performing most of the heavy-duty library functions of an institution of this size. Furthermore, it was felt that additional purchases of software and, most importantly, large-capacity secondary storage would be necessary to make the machine more than minimally useful. Because funds were not available during the past year for any enhancements, it was feared that the computer would remain idle, but this has in no way been the case. Besides being generally useful in the continuing effort to increase the staff's computer literacy, the machine has proved vital in the realization of many small projects, among them the processing of the gift mentioned earlier in this narrative. Perhaps most successful has been the use of a so-called electronic spread-sheet to capture and format the divisional data presented elsewhere in this report. While not wishing to appear overly-sanguine about the present capabilities of these small machines, one cannot help feel that their continuing evolution will help alleviate the data processing bottleneck at this and many other institutions.

Further specifics of the past year may be read in the reports of the Division's constituent departments which follow.



## ACQUISITIONS DEPARTMENT

The Library's original materials allocations for FY 1981-82 amounted to \$516,693 - \$501,693 in regular funding and an additional \$15,000 in Quality Improvement (QIP) monies. Unfortunately, a mid-year State recall of funds resulted in the loss of the \$15,000 QIP allocation and \$41,000 from book OCO. Resource money was further depleted by the transfer of \$54,000 into an OPS account to provide additional public services staffing — a recurring problem which needs to be dealt with by the university administration.

The remaining \$403,000 was rapidly disbursed, with \$230,000 for cataloging expenses. Limited amounts were set aside for purchasing audiovisual, curriculum, and regular firm orders. Faculty and staff order requests dropped down to 5,300, compared with 7,800 last year. Acquisitions continued to work on these requests, ordering some and putting others on hold.

The loss of funds provided the staff with an opportunity to keep up with the influx of gifts — normally a lower-priority task. Some 1,665 monographic volumes were examined, with 748 being retained and processed for the collection. Apart from these regular gifts, the acquisitions staff also contributed a sizeable block of time to the reviewing and processing of thousands of volumes from the large anonymous donation received earlier this year.

Before receiving notice of the recall, the Library had purchased a large microfiche backfile of company annual reports (i.e. Disclosure) in support of the business administration program. It was purchased early in the fiscal year to take advantage of a large discount. The \$25,000 cost turned out to be a large commitment for so lean a year, but Disclosure has proven to be a very valuable resource.

An Approval Program with Ballen Booksellers resulted in the review of over 2,600 academic titles. Some 2,400 of these were purchased, with a per volume cost of \$21.65 and a return rate of 7.9%. When lack of funds halted the program, Ballen agreed to continue providing selection slips, in lieu of books, for each title treated on the program during the months UNF can't support normal acquisitions. Consequently the Library will be able to back order with a minimum of clerical work if and when funds become available.

Early in the fiscal year, an L.T.A. II transferred to Circulation, taking her position (line) with her. In return, Circulation gave Acquisitions a vacant L.T.A. I line, suitable for much of the work done in this department. Doris Barie, a clerk-typist in Serials, was promoted to this position. Acquisitions was restructured, making the one remaining L.T.A. II responsible for training and supervising the clerical positions, thus overseeing most of the routine work. This hierarchical arrangement has lessened the Department Head's contributions to the daily workflow and created more time for administrative duties, collection development, committee assignments, and working in public services.

Shelia Mangum  
*Head, Acquisitions Dept.*



## SERIALS DEPARTMENT

The Serials Department completed its first full year as a separate department within the Technical Services Division. The department continued to perform both acquisitions and cataloging routines, receiving budgetary instructions from the newly formed Library Budget Committee.

The Budget Committee initiated a freeze on new serial orders soon after receiving the 1981/82 budget allocation. This unfortunate situation was compounded in November, when the state called back funds. The UNF administration chose to withhold a portion of the callback from the library, resulting in the cancellation of 83 subscriptions and standing orders representing a savings of \$28,055. The cancelled titles were selected by the college deans and the Head of the Reference Department. Faculty outcry necessitated reinstating two major titles totaling \$6,075. The Budget Committee also decided to suspend all binding. This decision was also revisited, with binding permitted after a three month stop. The Serials Department worked busily at first on cancelling orders, then was faced with a moratorium on ordering and binding, followed by another frantic effort to prepare for binding over 1,000 volumes that had built up over three months. The stop-and-start crisis of the fiscal year points to a need for a well-developed plan on long and short term library acquisitions and service.

With the lack of ordering, Serials was able to work on a number of other projects. The library received a large gift consisting mainly of serials. All serial titles were unpacked, inventoried, organized, and priced. The librarians then made recommendations on titles to be kept of the serials gift. Fifty-nine titles will be added to the collection, representing 1,007 volumes with a catalog value of \$37,967.52.

In anticipation of future budget needs, a new category was added to the Serials Record. All titles now include requestors and departments using the journal. The assignment was based on original request cards, selection of departments based on LC classification, and input from the Head of Reference. A number of MARK IV programs were then written to assist with serials management. New programs provide data on titles by price or by requestor, alphabetical lists with either price or requestor, and selection based on free or paid subscriptions. Additional files were built on the Apple Microcomputer. All gift items were listed, with price and imprint included. A file was created of current and terminated faculty and their departments. All standing orders were listed in a new file, with budget category and price for each title.

Serials also performed a number of maintenance duties during the low budget year. The periodicals collection was inventoried. Volumes were compared with the shelflist holdings, which were then compared with the Serials Record. The check-in file was read for missing issues and other problems. All subsidiary titles were linked by crosses and notes, with corresponding changes in the Serials Record. The Dean of the College of Arts and Sciences evaluated the Indian and Pakistani titles received through the PL480 program, and selected a number to be added to the collection. Serials cataloged and bound were selected for retention. The retrospective cataloging of serials continued, with a total of 594 titles cataloged last year. Two hundred fifty-nine periodicals were also cataloged. Serials assumed the "added volume" routines from the Cataloging Department. The change makes possible recataloging and adding volumes as one process.

Personnel changes in the Serials Department were minimal. The department has had a very loyal group of Library Technical Assistants who have given stability and a high level of expertise to Serials. Clerk-typist Doris Barie accepted a higher level job as LTA I in



the Acquisitions Department. She was replaced by Bernice Thomas. A concerted effort was made this year to cross train LTA II staff, assuring that duties will be performed regardless of personnel. To this end, the Serials Manual is continually updated, with the goal of having all routines adequately documented. The vicissitudes of the budget now require that job descriptions be rewritten. As acquisitions duties lessen and as selection decisions are re-assigned to Public Services, the role of the Serials Department must be re-evaluated.

The year was one of accomplishment in serials management, with new financial and selection reports developed. The cataloging backfile continued to decrease, and general serials routines were improved. At the same time, however, the year produced frustration in serials acquisitions. The budget allocation forced a moratorium on new subscriptions and standing orders. If the Serials Department is to continue its high level of support for new and existing programs, the library budget must be allocated accordingly.

Victoria Thomas Stanton  
*Serials Librarian*

## CATALOGING DEPARTMENT

As in past years, the work of the Cataloging Department was keyed to the fluctuations of the Library's book budget. Following a period of normal budget activity, no new material was ordered after November, 1981. The workflow was adjusted, therefore, to concentrate on clearing up various old projects for which there is generally no time in a full budget year.

A major review of the FASTCAT collection caused a significant reduction in the cataloging backlog. Dr. Randtke, the Department's principal original cataloger, completed the cataloging of a large group of older and ephemeral imprints from FASTCAT. Ms. Urbanski, assistant cataloger, completed the recataloging of the Curriculum Collection kits which had been classified in a now discontinued classification scheme.

The workflow could also be adjusted to increase work in the "snag" titles, volumes requiring re-examination and recataloging as a result of the conversion of the shelflist to machine-readable form. The department completed 2,528 titles in this category.

A special effort was made to catalog FASTCAT materials in special location collections, particularly reference. This mini-project incorporated criteria for the reference collection which will result in a higher percentage of reference materials receiving immediate full cataloging as opposed to being assigned a FASTCAT number.

Toward the end of the fiscal year, the review of cataloging criteria was extended to the entire collection and a sampling project was conducted in an attempt to identify new categories of materials which could receive immediate cataloging. This project resulted in a modification of criteria for items eligible for original cataloging and the identification of one new large category of materials which could be incorporated into the current workflow.

The department was also able to begin cataloging the AV materials housed in the Library's Media Resources Center. The cataloging of these materials is a long-term goal and project for the department. The current plan is to proceed by media, cataloging the films as the first group. Ms. Urbanski will have the major responsibility for this work.

In the area of authority control, conversion of the catalog to AACR2 forms continued on a reduced scale. Name authority files were reviewed for correct content and old entries were searched for new forms. This activity will continue as time permits.

Work in the subject catalog increased as long-desired changes to the Library of Congress Subject Heading List (LCSH) were made by LC. Changes caused by AACR2, combined with changes to several categories of long established, major headings, will greatly increase the workload in subject heading conversion. Under Dr. Randtke's supervision, in the ongoing work of remaining current with the LCSH and supplements, the transferral of the UNF master list from the LCSH 8th edition and its three supplements to the LCSH 9th edition was completed in late spring. Emphasis in the coming year will be on converting large files of now discontinued headings.

In terms of personnel, it was gratifying this year to see a clerk-typist from the department promoted into an LTA I position in the Acquisitions department. The cataloging position was filled the following month.

It is difficult to predict where the major effort of the department will be in the coming year. If there is a full budget, we will concentrate on maintaining a steady workflow balance of incoming and backlog material. Heavy emphasis and more time will probably be spent on all aspects of bibliographic authority control.

Linda L. Smith  
*Head, Cataloging Dept.*



## **PUBLIC SERVICES**

The 1981-82 fiscal year can be best described as being very different from any of the previous nine years. The Head of Public Services served on the Presidential Search Committee, an assignment which proved to be very time consuming, but not without its rewards. A new university President was appointed by the Board of Regents in December. The academic calendar was changed from quarters to semesters. It had been anticipated that this change might have a negative impact upon the number of persons using the library but statistics indicate the opposite: the staff was just as busy if not busier than in previous years.

This year the University faced budgetary constraints which affected the library's budget. The public services staff was limited in its ability to continue to develop the collection in the same manner as in the past and to employ an adequate number of temporary (OPS) personnel. OPS staff members have become very crucial to public services since the library relies heavily upon them to complement the coverage by regular public service staff members on evenings and weekends. Early in the 1982 calendar year the OPS staffing level had to be reduced resulting in the cutback or elimination of some services. Every effort was made to maintain all services for the members of the University community. Some services for non-university users were suspended, among these borrowing privileges and tours for area elementary and secondary school students.

Staff members recognized that the existing constraints were beyond the University's control and worked just as diligently as in the past, maintaining a high level of morale.

As the fiscal year ends many questions regarding 1982-83 remain unanswered. We are optimistic that many of the problems faced in 1981-82 will be resolved in the new fiscal year.

Dorothy P. Williams  
*Head of Public Services*



## CIRCULATION DEPARTMENT

This year's operation has reflected the strain of continuing understaffing and increased workloads. Morale has remained remarkably high in the face of the imminent deterioration of our ability to provide quality service during all library operating hours. Practicalities have dictated that tasks performed be clerical and routine with little time to exercise professional innovation.

The substantial reduction in the amount allocated for temporary employees (student assistants) forced the department for the first time on February 19 to begin eliminating services. No longer able to meet the basic mission to the institution's faculty, staff and students, borrowing privileges to outside users were suspended. Many services such as interlibrary loans, book reservations, stack retrieval services as well as library operating hours, initially in jeopardy of being cut were eventually salvaged by dispersing the brunt of fiscal burden and shifting resources within the institution. While the symptom was temporarily accommodated, the basic problem of temporary help providing primary services in the absence of sufficient full time staffing has yet to be remedied.

### Circulation Services.

Circulation transactions are up. Particularly alarming is that the in-library use of materials is up considerably. This reflects the dramatic increase in the number of non-UNF people who are using the library and must be supported solely from funding only on the FTE enrollments.

When the library was forced to deny borrowing privileges to non-affiliated users, the departmental staff was subjected to considerable verbal harrassment. These outside users have the impression that UNF library privileges are a right and not a courtesy. This has extended to the faculty from other schools who are using our library as their own, to the point of referring their students to our resources. There were a number of cases when FJC and JU students came to the library with UNF call numbers and locations on their required reading lists.

There has been an increase in the number of fines and charges. Invoice production averages about one invoice per library user. The general attitude shows that these charges are casually acknowledged as a cost of doing business or getting an education. The penalty value has little effect.

The Department has spent considerable time and effort in keeping the Mohawk automated circulation hardware functioning. The State approval levels have stalled for another year our efforts to replace the system. Considerable time has been spent both offensively and defensively on seeking an alternative system. At this time, the library's ability to have a smooth transition to another system is questionable. Unless an alternate system can be installed and ready to run by April 30, 1983, the Library will be forced to endure **two** conversion processes: one to a manual interim system and then a conversion to the new automated replacement. There is no guarantee that the staff will have the labor resources to effect these conversions and still maintain services.

After considerable analysis of the politics and options for gaining approvals for such a system, it became evident that the LIBS100 from CL Systems, Inc. is our **ONLY** circulation system solution. Appropriate documents to gain approval for this system have been submitted to the appropriate State authorities.



## **Staff Changes**

Judith Brooks, Clerk III, who left her position in May, was replaced by David Andreasen, a graduate of UNF who had previously worked in the Circulation Department.

## **Interlibrary Loans**

The Florida Library Information Network LSCA grant this year for \$6,275.00 was specifically earmarked for the installation of an OCLC terminal and printer in the interlibrary loan office (rather than using the cataloging department's terminals), to establish an interlibrary loan priority on that terminal, and to provide maintenance for that hardware configuration.

Statistics of filled requests are up this year both in supplied and requested materials. This was largely due to the speed afforded requests over the OCLC interlibrary loan subsystem and the use of that system by the Florida Library Information Network.

The State University System libraries underwent a test period of providing free reciprocal photocopies among the participating libraries to enhance resource sharing and to defray the considerable costs of billing small amounts. It is hoped that the statistics will show that the participating libraries' supply vs. requests ratios will be even enough to continue the program. The test will be evaluated in FY 1983 to see if it should be continued.

OCLC has experienced a particularly poor year in system downtime. In spite of this, transactions entered on the system have considerably better turnaround time than if the transaction were handled through the U.S. mail. The downtime and the associated lack of access have caused local scheduling problems for the interlibrary loan personnel, who must suddenly reschedule their workday, and even work weekends, to maintain the required turnaround times.

Nationally, there has been a dramatic increase in the number of libraries which levy service charges to lend books or fill photocopy orders on interlibrary loan. In essence the trend is for the borrowing library (or the requesting patron) to pay both the borrowing AND supplying costs for the material. These charges approach \$20 per transaction, making the purchase of the material or the use of speedier commercial document delivery services more viable alternatives. Regretfully, resource sharing among libraries may be pricing itself out of practical usage.

## **Systems**

The University Computer Center has been particularly supportive of the library's efforts this year in maintenance of the existing systems as well as the investigation and evaluation of alternatives to the circulation system presently in use.

Because of fiscal stringencies, the library's ability to subsidize on-line computer searches of the commercial data bases through "package" rates was dropped. While this has an impact on the number of searches performed, the searches have been more substantive and meaningful. Use of these services by non-affiliated users has increased.

As indicated by the recharges for computer searches and interlibrary loans, serious researchers accept without resistance the concept of "pay as you use" for these supplementary services.

### **Course Reserves**

With the promotion of Jim Alderman to a position in the Reference Department, Susie Aken, formerly of our Technical Services Division assumed the Course Reserve responsibilities. While the transition was abrupt and a bit shaky (right before the beginning of the Fall Term), the adaptation was swift and the faculty and students were most understanding and cooperative. It is hoped that the quality has recovered and that course support needs are being met on a timely basis.

### **Conclusion**

Unless the State and University can effectively and permanently confront our staffing dilemma, we look warily at the next fiscal year to see if we are able to support our mission in the face of increasing workloads, reduced staffing and the emergency nature of the conversion to an alternative circulation system (manual, automated or both).

Robert P. Jones  
*Circulation/Systems Libraries*



**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**Circulation Department**  
**Summary Statistics**  
**1981-1982**

**CIRCULATION**

Transactions:		
Regular, automated		114,334
Course Reserves		17,714
In library use		170,356
TOTAL		302,404
Special Permit (non-UNF borrowers) Accounts Served		976
4-Hour use study carrel transactions		2,924

**INTERLIBRARY LOAN**

Transactions:	<b>Filled</b>	<b>Total</b>
UNF Supplied - Books	2,303	2,884
UNF Supplied - Photocopies	706	1,146
Total, UNF Supplied	3,009	4,030
UNF Requested, Books	511	930
UNF Requested, Photocopies	702	1,290
TOTAL, UNF Requested	1,213	2,220
TOTAL, workload	4,222	6,250

Grant Support (LSCA, Interlibrary Cooperation: FLIN) \$6,275.00

**COURSE RESERVES**

Items on Reserve (Active Records)	9,672
Reserve requests processed	1,639

**SYSTEMS**

Number of Patron Requested Bibliographic Computer Searches	201
--	-----

**ACCOUNTS RECEIVABLE**

Manual invoices generated	1,248
Automated invoices generated	6,715
Total Invoices	7,963

**LIBRARY OPERATIONS**

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

**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**Circulation Statistics FY 1981 - 82**  
**Classification analysis of regular automated transactions only**

		Circulation	Percentage
A-AZ	General Works	112	.098
B-BD, BH, BJ	Philosophy	1,134	.992
BF	Psychology	5,461	4.776
BL-BX	Religion	1,638	1.433
C-D	History — General	1,037	.907
DA	History — Great Britain	449	.393
DB-DR	History — Europe	1,462	1.279
DS-DT	History — Asia, Africa	1,190	1.041
DU-DZ	History — Australia, Oceania	42	.037
E	History — U.S. — General	2,819	2.466
F	History — Canada, Latin America	1,092	.955
G-GC	Geography	252	.220
GF-GT	Anthropology	609	.533
GV	Sports	1,554	1.359
H-HA	Social Sciences	697	.610
HB-HJ	Economics	14,189	12.410
HM-HX	Sociology	9,550	8.353
J	Political Science	1,393	1.218
K	Law	1,290	1.128
L	Education	11,698	10.232
M	Music	2,413	2.110
N	Art and Architecture	4,087	3.575
P	Philology, Linguistics	366	.320
PA	Classics	245	.214
PB-PD	Modern European Languages	63	.055
PE	English Language	431	.377
PF-PL, PM	German, Slavic, Oriental Languages	522	.456
PN	Literature — General	2,450	2.143
PQ	Romance Literature	1,011	.884
PR-PS	English and American Literature	6,663	5.828
PT	Germanic Literature	254	.222
PZ	Fiction and Juvenile	7	.006
Q	Science — General	927	.811
QA	Mathematics	3,961	3.465
QB	Astronomy	175	.153
QC	Physics	424	.371
QD	Chemistry	738	.645
QE	Geology	115	.101
QH-QR	Life Sciences	2,686	2.349
R	Medicine	9,905	8.664
S	Agriculture	405	.354
T	Engineering Technology	4,271	3.736
U-V	Military and Naval Sciences	375	.328
Z	Bibliography	870	.761
	Curriculum Materials	3,488	3.051
	Leisure	9,811	8.581
	TOTAL	114,331	100.000



## REFERENCE DEPARTMENT

The Reference staff this year was concerned about the impact the university switchover from the quarter system to semester system would have on the department. While the staff felt less busy than during an academic quarter, all categories of reference statistics, with the exception of directional questions, were up significantly. Apparently the increased length of the term allowed students to make greater use of reference services while at the same time eliminating the hectic rush for research assistance typical of the quarter.

In the area of personnel changes, Library Technical Assistant II Nancy Barbee moved out of state and Jim Alderman, formerly in the Circulation Department, took her place. Assistant University Librarian Debbie Schlackman remained on maternity leave throughout fiscal year 1981/82, resigning June 30, 1982, and her place has been effectively, albeit temporarily, filled by Diane Kazlauskas.

This past year the staff has been engaged in a number of projects. In the summer of 1981, a periodicals usage survey began, which has consisted of date stamping each periodical (single issue and bound volume) before it was reshelved. Now that a complete academic year is represented, the tabulating of results can begin. LTA II Jim Alderman has completed a computerized index to the telephone book collection, which will replace the card file index to the phone books. LTA II Nancy Vermeulen is completing an on-line index to the corporate annual report collection. This year the library purchased a historical collection of annual reports on microfiche for the years 1969-1974 from Disclosure, Inc. The library received from The National Databank in St. Petersburg, as a gift, annual reports on microfiche for the years 1978 to date. These two collections have substantially increased the holdings of annual reports. To simplify the indexing of the collection, Ms. Vermeulen is devising a computerized index, available either on-line or in paper, which will replace the card index.

The budget cutbacks in the fall affected three activities of the department. One of the Reference LTA's, in an OPS position, was programming a union list of periodical holdings of the major Jacksonville libraries, e.g., UNF, Jacksonville Public Library, Florida Junior College, and Jacksonville University. Unfortunately, his position was cut and the project has been put on hold.

The library had been subsidizing a portion of the on-line data base searches, making available package searches, for between \$5 and \$15, for UNF faculty and students. Since January, with the loss of funds, the entire cost of the search has been paid by the requestor. In 1981/82, the department did 201 searches, compared to 256 the previous year. Since the spring, the department no longer conducted tours for non-UNF classes, due to further decreases in supporting OPS staff. This policy is expected to remain in force indefinitely. The total number of tours for the year was 63.

As a personal note, I would like to thank the members of the Technical Services Department who have assisted us in shelving periodicals after the loss of OPS staff, and I would especially like to thank our Acquisitions Librarian, Sheila Mangum, who has volunteered to become a part-time Reference Librarian. Ms. Mangum now works in the Reference Department one evening a week, and at any time when we are short-staffed. Since Ms. Mangum's past professional experience has been in Technical Services, I realize that Public Services work can be terrifying as well as exhilarating, and I would like her to know that the Reference Staff appreciates her efforts in our behalf.

Kathleen F. Cohen  
*Head, Reference Department*

## UNIVERSITY OF NORTH FLORIDA LIBRARY Reference Statistics

	Information	Instructional	Directional	Reference	Micro	Total
1976-77	7,791	2,263	2,685	1,800	2,376	16,915
1977-78	8,241	2,486	2,709	2,306	2,823	18,566
1978-79	10,420	3,279	4,231	3,266	3,179	24,375
1979-80	13,277	3,223	4,767	2,853	3,212	27,332
1980-81	14,770	3,592	6,326	2,265	3,743	30,696
1981-82	17,565	5,385	4,569	3,299	4,636	35,454

These statistics represent the number of times certain types of reference assistance was given to library patrons by the Reference staff. Definitions of the five categories are:

- Information:** Answers to questions such as "What are the library hours?" "Does the library have a certain book title?"
- Instructional:** Directions on how to use the card catalog, periodical indices, etc.
- Directional:** Answers to questions such as where is the general collection, bathrooms, stairs, etc.
- Reference:** Answers which require staff to do research in order to answer the question.
- Micro:** Represents the number of times patrons use the microformat equipment. The entire transaction requires retrieval of the microfilm or microfiche by the staff member, instructing the patron in use of the viewing machine, and if necessary, activating printing mechanism and collecting fees for copies.



## **MEDIA RESOURCES CENTER**

The year in the Media Resources Center (MERC) has been one of small changes and a wait-and-see philosophy, primarily because of the inadequate departmental budget and the fact that the librarian in charge of the unit was a temporary replacement for a librarian on maternity leave.

There were no other changes in the staff during the fiscal year, although in February, budget cuts threatened the layoff of two part time OPS employees.

In the area of acquisitions, an atmosphere of caution prevailed. No orders were placed for audio-visual or curriculum materials until May because the acquisitions budget for MERC, which represented less than one sixth of that of the previous year, was recalled in the budget crisis. Some money became available in May and several items were ordered from the large and growing request file. The faculty, for the most part, has adjusted to the unfortunate fact that requests are no longer filled as they once were. In spite of this, a total of 170 audio-visual and curriculum titles were added to the collection this year, of which eleven were gifts.

Developments and changes during the year have been small; however, not insignificant. They include:

1. Reference and borrowing statistics are now being kept;
2. The department is now in copyright compliance with the elimination of reproduced tapes for which no permission was obtainable;
3. Seventy-five music scores were catalogued and the entire collection of scores is sensitized for security;
4. The project of fully cataloging the audio-visual collection has been planned and begun;
5. The acquisitions list for FY 81/82 was completed;
6. The responsibility along with the appropriate equipment for cleaning, maintaining and repairing films have been transferred to MERC from Instructional Communications.

The staff of the Media Resources Center looks forward to FY82/83 and hoping that the impending changes will prove to be progressive.

Diane W. Kazlauskas  
*Reference Librarian*

## DOCUMENTS DEPARTMENT

The Documents Department is a major source of current information touching nearly every aspect of a person's life. As a Selective Depository of the Government Printing Office's Library Distribution Program, the Department presently receives publications in fifty-percent of the subject categories available. During this fiscal year over 26,000 titles and issues have been added to the collection. As a part of the collection maintenance routines, nearly 10,000 items were discarded in accordance with the regulations set forth by the Library Division of the GPO. This could not have been done without the loyal and able assistance of Helen McGee (LTA I) and Carol Lynch (clerk-typist II). Their efficiency and attention to detail are commended.

The financial shortage was felt especially when the OPS positions were cut in half in February. This crisis presented the unappealing choices of reducing the collection intake or reducing hours of operation. The choice was made and it was decided to change to an abbreviated cataloging format and to a reduction in hours of operation, keeping the department closed one night per week.

Although the department was always understaffed, the public was well served. Reference queries were over one thousand for the first time, a ninety percent increase, and circulation transactions increased forty percent to over fifteen hundred.

At year's end the staff was only able to maintain rather than improve services or being able to actively promote greater use of the Department. It is hoped that the Jacksonville business community will not be adversely affected; at the same time the Department's primary responsibility to UNF students and faculty is recognized.

Bruce T. Latimer  
*Head, Documents Department*

## GRANTS

During the 1981-82 Fiscal year the Library was the recipient of two grant awards: The Higher Education Act Title II for College Library Resources in the amount of \$1,200 and Library Services and Construction Act in the amount of \$6,275. The HEA, Title IIA grant was very important this year in light of our reduced book budget. The LSCA award was used to purchase a printer, to support the expense of installing an OCLC terminal in the Interlibrary Loan Office and for transaction and maintenance cost for using the system.



## LIBRARY SCIENCE COURSES 1981-1982

QUARTER	COURSE AND NUMBER AND TITLE	No. of Credits	No. of Students	Student Cr. Hr.
Fall 1981	LIS 3422 Library Administration	3	20	60
Spring 1982	LIS 3301 Audio Visual Services in Libraries	3	14	42
Spring 1982	LIS 3731 Dewey Classification/Cataloging	3	20	60
	TOTALS	9	54	162

### SUMMARY

Total Students					54
Total Courses					3
Total Student Cr. Hrs.					162
Total FTE's Generated	162	÷	12	=	13.50

## LIBRARY STAFF as of June 30, 1982

### ADMINISTRATIVE & PROFESSIONAL PERSONNEL

Employee	Date of Hire	Position
Eileen D. Brady	9/20/74	Reference Librarian
Kathleen F. Cohen	11/02/73	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
Robert P. Jones	1/14/72	Head, Circulation Department
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	Serials Librarian
Verna P. Urbanski	9/30/77	Assistant Cataloger
Dorothy P. Williams	7/01/71	Assistant Director of Libraries

### CAREER SERVICE PERSONNEL

Employee	Date of Hire	Position
Mary S. Aken	9/29/78	Library Technical Assistant II
James E. Alderman	11/01/74	Library Technical Assistant II
David T. Andreasen	6/04/82	Clerk III
Doris Barie	8/31/79	Clerk Typist III
Emily Cook	3/31/80	Library Technical Assistant II (½ time)
Rosalynde Cowdrey	1/07/80	Library Technical Assistant II
Grace Ekins	1/19/79	Library Technical Assistant II
David W. Green	11/01/74	Library Technical Assistant I
Laura A. Karabinis	8/23/77	Library Technical Assistant I
Barbara Laws	10/31/78	Clerk Typist III
Helen R. McGee	11/25/75	Library Technical Assistant I
Suzanne Miller	6/11/82	Secretary IV
Carolyn Mobley	6/22/81	Clerk Typist III
Glenda Morris	8/23/74	Library Technical Assistant II
Patty A. Preston	7/07/78	Library Technical Assistant II (½ time)
Peggy B. Pruet	1/10/74	Library Technical Assistant I
Margaret A. Robinson	3/23/81	Library Technical Assistant II
Martha L. Solomon	9/13/71	Library Technical Assistant I
Doris M. Shriver	7/07/76	Library Technical Assistant II
Frances L. Taylor	10/08/79	Library Technical Assistant II
Cynthia L. Valentine	2/13/77	Library Technical Assistant I
Nancy L. Vermeulen	10/08/73	Library Technical Assistant II



## NEW EMPLOYEES — WELCOME ABOARD

During the past fiscal year the following new employees joined the staff: David T. Andreasen, Clerk III, in the Circulation Area and Suzanne Miller, Secretary IV, in the Director's Office.

## TERMINATIONS — CAREER SERVICE

	Effective Date
Nancy Barbee	7/10/81
Fred Thompson	8/10/81
Virginia Bass	9/09/81
Judy Brooks	4/26/82
Annene Holland	5/21/82
Bernice Thomas	6/17/82

## MEMBERS OF THE LIBRARY ADVISORY COMMITTEE as of June 30, 1982

NAME	TITLE	COLLEGE
Mr. John Anderson	Investigator	Police Dept.
Dr. Fred Cole	Associate Professor	Business
Dr. Sally Coltrin	Associate Professor	Business
Mr. Andrew Farkas	Director of Libraries Ex-officio chairman	Library
Dr. Mary L. Grimes	Assistant Professor	Education
Dr. Bruce Gutknecht	Professor	Education
Dr. Kenneth Jennings	Professor	Business
Dr. Satya Pachori	Associate Professor	Arts & Sciences
Dr. Christine Rasche	Associate Professor	Arts & Sciences
Dr. Ron Adams	Assistant Professor	Business
Mr. Jack Nunnery	Student Government President	

The Library Advisory Committee met only once in 1981-82. Two more meetings were called and not held for want of a quorum.

Andrew Farkas  
Director of Libraries

## HIGHLIGHTS

### (Travel)

July 1981	Four day audiovisual cataloging workshop, Mankato, MN (Verna Urbanski)
August 1981	Inspect and evaluate Claremont College's Total Library System, an alternative to the present Library system, Los Angeles, CA (Robert P. Jones)
September 1981	Interlibrary loan conference at the University of South Florida, Tampa, FL (Robert P. Jones)
October 1981	Interlibrary Loan meeting, Daytona Beach, FL (Susie Aken, Peggy Pruet)
October 1981	National Conference of Association of College and Research Libraries, Minneapolis, MN (Shelia Mangum)
October 1981	Inspect prospective gift donated by Arnold Zohn to UNF Foundation, Wilmington, NC and New York City, NY (Andrew Farkas)
October 1981	Conduct library workshop, New Stanton College Prep. School (Kathy Cohen)
October 1981	Interinstitutional meeting of Library Directors, Tampa, FL (Andrew Farkas)
November 1981	NERDC Technical meeting, Gainesville, FL (Robert P. Jones)
November 1981	SOLINET Workshop, Atlanta, GA (Verna Urbanski)
January 1982	Preservation and Conservation in the Tropical Climate Conference, St. Augustine, FL (Kathy Cohen, Eileen Brady)
January 1982	EEO Coordinators meeting, Tallahassee, FL (Dorothy Williams)
February 1982	CLSI test plan development team meeting sponsored by Glenn Mayne, BOR/MIS, Tallahassee, FL (Robert P. Jones)
February 1982	Computer Expo '82, Orlando, FL (Robert P. Jones)
March 1982	Demonstration of NOTIS Library System, Gainesville, FL (Robert P. Jones)
April 1982	Conference with SUS EEO officer on Salary Study, Tallahassee, FL (Dorothy Williams)
April 1982	Florida Library Association meeting, Orlando, FL (Robert P. Jones)
May 1982	Administer SOLINET workshop, Atlanta, GA (Verna Urbanski)
May 1982	SOLINET Annual Membership Meeting, Atlanta, GA (Andrew Farkas)
June 1982	SUS EEO Task Force Meeting, Tallahassee, FL (Dorothy Williams)



## DISPLAYS 1981-82

The Royal Wedding of Prince Charles and Lady Diana— Kings and Queens of England Doll Collection	July, 1981	Atrium
Cookbooks available Carpenter Library	July 10-24	Reference Case
Fine Arts Department, Senior Recital Ronald Touchton, Pianist	July 27-August 7	Reference Case
Dedication — Thomas G. Carpenter Library	August	Atrium
Salute — Library Gov't Documents Department	August 7	Reference Case & MERC window - 3rd floor
UNF Students (University Studies) France	August 20	Atrium
Phi Alpha Theta Lecturer	September 9	Atrium
Constitution Day	September 17	Atrium & Reference Case
Halloween	October	MERC
Creative Rubbings	November	MERC
United Nations Day	October 24	Reference Case & Atrium
Dicken's "Christmas Carol" Doll Collection	December	Atrium
Christmas tree	December	Lobby
Christmas tree ornaments collections	December	MERC
F. D. Roosevelt's 100th birthday observance	January	Atrium
Martin Luther King, Jr. birthday	January	Reference Case
National Printing Month	January	MERC
Black History Month	February	Reference Case
Girl Scout "They Called Her Daisy" promotion — UNF Graphic Department participation	March	Atrium & MERC
Women's History Week — Judy Chicago display	March	Reference Case
St. Patrick's Day	March	Reference Case
Delius Music Festival	March	Atrium
Dean Salus & "Salute to the Arts"	April	Reference Case
Easter	April	Atrium
Poet Wendy Salinger visits UNF	April	Reference Case

Combined National Library Week & recognition of UNF's newly formed Jogging Club Theme: "Jog Your Mind... Run to the Library"	April	Atrium
"Days of Remembrance of the Victims of the Holocaust"	April 18-25	Reference Case & MERC
Salute — Kathy Webster, UNF & Florida Nurses Assn. "Nurse of the Year"	May	Reference Case
"Service to Mankind Through the Ages" UNF Nurse Linda Sabin's historic doll and photo collection. Florence Nightingale's birthday	May	MERC
1982 Distinguished Faculty Award recipients, Dr. Linda Foley and Jay Smith	May	Atrium
Prime F. Osborne Professorship in Transportation — University Convocation	May 26	Atrium
Flag Day Observance	June 14	Reference Case
"Eagle Walk — Because We Care" Doris Mager, Eagle Lady, on UNF Campus	June 20	Atrium



1982-83

## INTRODUCTION

The anticipated and badly needed budgetary relief that had dominated our thoughts at the conclusion of the 1981-82 fiscal year failed to materialize. Another lean year on top of the ones preceding it was too disheartening to contemplate. When it became reality, the fact had to be faced that all the problems underfunding has brought to the library will have to remain unresolved for one more year. Now, at the conclusion of the fiscal year, it is obvious, that in spite of the numerous difficulties confronting the staff, the library still carried out its mission.

The hardships endured were of unprecedented magnitude. The State University System experienced a substantial budget recall, and the bulk of the UNF obligation was shouldered by the library. In consequence, the library lost \$220,000, or roughly 38% of the initial allocation for resources. Such a reduction in a materials budget whose original sum was regarded as barely adequate understandably destroyed the acquisitions plan for the year. At the same time it necessitated major reductions in serials subscriptions. This drastic step, one of the very few stop-gap solutions open to us, was as distasteful to the library staff as it was painful to faculty members who were asked to advise where the cuts should be made. An elaborate system with safety checks was worked out to ensure impartiality and equitability, and it is hoped that in the end the library earned more compassion than acrimony for the process. An open meeting was called at the conclusion of the fiscal year to give both faculty and librarians a last minute opportunity to resolve differences of opinion. In the end 253 periodicals were cut or phased out, or the renewal allowed to lapse. Due to changing needs some of them will not be missed, others are likely to be reinstated when adequate funding on a year-to-year basis is assured again.

Funding for hourly — OPS — employees has been reduced as well. Administrative delays in the division of the institutional budget created a temporary crisis: the library's share of the OPS budget became known only hours before classes began. Prospective employees stood by waiting to be told whether they would be hired or not. Once this problem was resolved, through the judicious use of OPS staff the service aspects of the operation remained largely unaffected. The trade-off was, as it had to be, the setting aside of maintenance and housekeeping tasks, none of which would have a lasting ill-effect on the collection that an infusion of salary dollars at a later date could not remedy.

The magnitude of the budget recall necessitated a 13% cutback in expense allocation — OE — as well. In anticipation of such an eventuality all manners of economy were introduced. A tighter control on all library supplies was devised, non-essential expenses, e.g., those not vital to the daily operation of the library were denied. This included financial support for elective travel, no matter how beneficial or important it would have been, in a professional development context, for the staff member involved. It was the same consideration that dictated the postponement of the printing of the library's annual report. Supplies were depleted long before year's end and, in the absence of OE dollars, they could not be replenished. The last roll of scotch tape was taken from the supply cabinet on May 10; by the end of June nearly all tape dispensers in the library were empty. The ability to buy supplies again made the turn of the fiscal year seem like Christmas.

In the Spring semester the library experienced a great deal of difficulty with non-SUS library users. This necessitated the introduction of a more stringent access policy aimed at restoring the desirable study environment for the UNF clientele. The policy is scheduled to go into effect at the beginning of the 1983-84 school year.



The most significant personnel change of the year was the departure of one of the library's charter employees at the end of 1982. Dorothy P. Williams, Assistant Director for Public Services, resigned effective December 31, 1982. Dorothy came to UNF from Raines High School, where she served as Head Librarian, with the highest recommendation of its former principal, Dean Andrew Robinson. Dorothy had set up the Documents and later the Reference Department before the university opened in 1972. Later on she moved full time into the administration, first with the assumption of the duties of Assistant Director of Libraries in 1973, then by devoting 50% of her time to the President's office, holding the complex and taxing job of Equal Employment Opportunity/Affirmative Action Officer for UNF. Her departure was a loss not only to the library but the university administration as well. She was a respected colleague and a good friend, and she is missed by all her former associates.

Upon Dorothy's resignation, in recognition of the institution-wide fiscal difficulties, her position was frozen. Her primary duties were assigned to John M. Hein who was appointed Interim Assistant Director until such time as authorization for recruitment for the position is received. John has been serving as the head of Technical Services; taking on these extra duties taxes his endurance and deserves the staff's gratitude.

The beginning of the fiscal year coincided with the appointment of the university's new President, Dr. Curtis L. McCray. President McCray's background and interests gave advance assurance that in him the library will have gained a new institutional friend. We wish him well and hope that in the years of his presidency this important instructional support unit will be able to grow and flourish. Another long-time friend of the library, Dr. William C. Merwin, has been chosen for the position of Provost & Vice President, thus becoming the administrative officer placed directly above the library on the institutional chain of command. During his years as Assistant Vice President, Dr. Merwin came many times to the library's rescue, helping to solve problems, avert crises, facilitate operations, and promoting the cause of the library in general. The library looks forward to a mutually rewarding collaboration with the new management team.

The most significant development of the year was the acquisition and installation of the LIBS 100 turnkey circulation system. Repeatedly delayed by extrainstitutional administrative difficulties, the way was finally cleared for its acquisition and installation. The equipment was delivered in December 1982, with additional components arriving in the spring, and made operational by the end of March. The date for starting up the new circulation system was not chosen arbitrarily: the existing circulation system (Mohawk) was scheduled to be removed from the library in April 1983. Following the anticipated and inevitable "debugging" period, CLSI proved to be a significant improvement in every respect over the previous system. More importantly, it serves as the basis for an on-line public access catalog, now finally a realistic eventuality for UNF in the near future, depending primarily on available equipment dollars and program enhancements.

In the past two or three years the rate of acquisitions declined dramatically. Current materials and new or updated editions are noticeably absent from the library's holdings. Collection building is a dynamic process and new material is the life blood of such a viable storehouse of recorded knowledge as a library. Not only the selection and acquisition of appropriate materials is the librarians' responsibility, but also keeping the chosen material current, up to date, for the use of students, researchers and scholars. In the absence of the financial wherewithal enabling the library to carry out its mission and the librarians to perform their tasks, there is the real danger of the collection becoming

dated and the value of the library to the educational process becoming diminished. With the materials budgets of the recent past the SUS libraries were able only to stagnate rather than grow, survive rather than develop, and capitalize on past acquisitions rather than broaden and strengthen their holdings.

We look toward the future with hope and apprehension. UNF, having retained the many attributes of a new and developing institution, was particularly hard hit by the sustained budget cuts. It will take a major effort to restore the currency of the collection and to enlarge the staff so that the service demands imposed on both, not only by UNF clientele but by outside users in Duval and surrounding counties as well, can be fully met. We hope that the economic environment will permit the legislature to make that effort. The SUS libraries represent a major investment of money and intellect as prime educational and cultural resources for the regions where they are located. It would be unconscionable to allow them to fall victim to obsolescence through fiscal neglect.

*Andrew Farkas*  
*Director of Libraries*



## LIBRARY BUDGET AS PERCENTAGE OF TOTAL UNIVERSITY E&G BUDGET

	1977-78	1978-79	1979-80	1980-81	1981-82	1982-83
<b>Total Library Budget</b>	1,231,548	1,305,216	1,093,809	1,271,593	1,151,959	1,114,549
<b>University E&amp;G Budget</b>	10,535,661	11,801,865	13,049,321	14,254,796	16,203,995	16,503,060
<b>% of E&amp;G Budget represented by Library</b>	11.7	11.1	8.4	8.9	7.1	6.8

### LIBRARY BUDGETS 1977-1983

	1977-78	1978-79	1979-80	1980-81	1981-82	1982-83
<b>Total Library Budget</b>	1,231,548	1,305,216	1,093,809	1,271,593	1,151,959	1,114,549
<b>Personnel</b>						
Line Item	427,893	456,676	532,093	583,802	632,810	671,422
OPS	55,919	56,112	36,382	57,684	74,118	55,324
<b>Total</b>	483,812	512,788	568,475	641,486	706,928	726,746
<b>% of Total Budget</b>	39.3	39.4	52.0	50.4	61.0	65.2
<b>Operating Expense</b>	36,752	36,924	38,358	48,510	42,023	43,570
<b>% of Total Budget</b>	3.0	2.8	3.5	3.8	3.9	3.9
<b>Equipment (OCO)</b>	41,857	19,465	150	9,355	0	0
<b>% of Total Budget</b>	3.4	1.5	0	.7	0	0
<b>Books and Resources</b>	669,127	735,159	486,826	572,242	403,008	344,233
<b>% of Total Budget</b>	54.3	56.3	44.5	45.1	35.0	30.9

**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**Acquisitions Department**  
**Materials Expenditures**  
**1977-1982**

	1977-1978	% of Total	1978-1979	% of Total	1979-1980	% of Total	1980-1981	% of Total	1981-1982	% of Total
<b>Materials: Continuations</b>										
Newspapers	1,604.94	2.4	3,042.68	0.4	2,152.68	0.4	3,388.97	0.6	3,706.79	91.98
Services	10,232.84	1.5	19,909.69	2.7	20,366.18	4.2	21,098.30	3.7	23,793.87	5.90
Standing Orders	17,400.75	2.6	22,566.60	3.0	20,771.60	4.2	23,414.26	4.1	25,009.38	6.21
Subscriptions	82,619.36	12.3	101,757.08	13.8	116,378.93	23.7	143,458.08	25.1	133,549.93	33.14
Subs-Microform	12,236.00	1.8	18,386.05	2.5	18,452.68	3.8	20,124.60	3.5	22,797.50	5.66
<b>Subtotal</b>	<b>124,093.89</b>	<b>20.6</b>	<b>165,662.10</b>	<b>22.4</b>	<b>178,122.07</b>	<b>36.3</b>	<b>211,484.21</b>	<b>37.0</b>	<b>208,857.47</b>	<b>51.82</b>
<b>Materials: Non-Continuations</b>										
Audio-Visual	45,872.57	6.8	66,640.19	9.0	28,823.97	5.9	39,503.29	6.9	11,048.65	2.74
Backfiles	47,202.37	7.0	19,314.09	2.6	8,711.21	1.8	12,872.36	2.2	1,275.37	0.32
Backfiles-Micro	15,726.60	2.3	77,995.42	10.6	12,245.28	2.5	35,487.29	6.2	27,884.98	6.92
Books-Approval	183,425.24	27.3	143,979.91	19.5	115,794.12	23.6	113,657.02	19.9	52,577.50	13.05
Books-Ordered	155,444.75	23.1	134,033.68	18.1	66,879.19	13.6	93,481.74	16.3	31,231.18	7.75
Curriculum	19,257.22	2.9	11,201.96	1.5	6,689.12	1.4	6,944.65	1.2	2,937.35	0.73
Documents	6,928.70	1.0	2,875.35	0.4	NA	0.0	NA	0.0	3,475.00	0.86
Miscellaneous	NA	0.0	7,854.09	1.1	6,487.97	1.3	9,485.96	1.7	5,045.55	1.25
<b>Subtotal</b>	<b>473,857.45</b>	<b>70.4</b>	<b>463,894.69</b>	<b>62.8</b>	<b>245,630.86</b>	<b>50.1</b>	<b>311,432.31</b>	<b>54.4</b>	<b>135,475.58</b>	<b>33.62</b>
<b>Total Materials</b>	<b>597,951.34</b>	<b>91.0</b>	<b>629,556.79</b>	<b>85.2</b>	<b>423,752.93</b>	<b>86.4</b>	<b>522,916.52</b>	<b>91.4</b>	<b>344,333.05</b>	<b>85.44</b>
<b>Processing</b>										
Binding-Books	4,533.21	0.7	9,380.56	1.3	7,129.00	1.5	1,363.55	0.2	758.42	0.19
Binding-Journals	17,849.00	2.7	16,716.73	2.3	22,314.93	4.6	18,158.14	3.2	19,848.87	4.93
Postage, Handling	6,576.23	0.9	7,985.21	1.1	5,961.76	1.2	8,203.43	1.4	6,547.41	1.62
Solinet	32,071.71	4.7	56,015.71	7.6	10,469.10	2.1	16,793.79	2.9	31,520.70	7.82
Supplies	14,000.00		19,402.57	2.5	20,443.81	4.2	4,834.00	0.9	0.00	0.00
<b>Subtotal</b>	<b>75,030.15</b>	<b>9.0</b>	<b>109,500.78</b>	<b>14.8</b>	<b>66,318.60</b>	<b>13.6</b>	<b>49,352.91</b>	<b>8.6</b>	<b>58,675.40</b>	<b>14.56</b>
<b>Total Resources</b>	<b>672,981.49</b>	<b>100.0</b>	<b>739,057.57</b>	<b>100.0</b>	<b>490,071.53</b>	<b>100.0</b>	<b>572,269.43</b>	<b>100.0</b>	<b>403,008.45</b>	<b>100.00</b>



**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**Acquisitions Department**  
**1982-1983 Budget Disbursements**

	Amount Expended 1982/83	% Of Total Expended	% Of Total Expended on Materials	\$ Change From 1981/82	% Change From 1981/82
<b>Materials:</b>					
<b>Continuations</b>					
Newspapers	3,607.05	1.05	1.34	- 99.74	- 2.69
Services	26,102.96	7.58	9.73	2,309.09	9.70
Standing Orders	24,016.24	6.98	8.95	- 993.14	- 3.97
Subscriptions	126,872.62	36.86	4.73	- 6,677.31	- 5.00
Subs-Microform	25,313.12	7.35	9.44	2,515.62	11.03
<b>Subtotal</b>	<b>205,911.99</b>	<b>59.82</b>	<b>76.77</b>	<b>- 2,945.48</b>	<b>- 1.41</b>
<b>Materials:</b>					
<b>Non-Continuations</b>					
Audio-Visuals	1,822.60	0.53	0.68	- 9,226.05	- 83.50
Backfiles	2,994.75	0.87	1.12	1,719.38	134.81
Backfiles-Micro	501.00	0.15	0.19	- 27,383.98	- 98.20
Books-Approval	32,970.81	9.58	12.29	- 19,606.69	- 37.29
Books-Ordered	21,990.27	6.39	8.20	- 9,240.91	- 29.59
Curriculum	239.09	0.07	0.09	- 2,698.26	- 91.86
Documents	175.00	0.05	0.07	- 3,300.00	- 94.96
Miscellaneous	1,622.19	0.47	0.60	- 3,423.36	- 67.85
<b>Subtotal</b>	<b>62,315.71</b>	<b>18.10</b>	<b>23.23</b>	<b>- 73,159.87</b>	<b>- 54.00</b>
<b>Total Materials</b>	<b>268,227.70</b>	<b>77.92</b>	<b>100.00</b>	<b>- 76,105.35</b>	<b>- 22.10</b>
<b>Processing</b>					
Binding-Books	701.61	0.20	NA	- 56.81	- 7.49
Binding-Journals	20,262.98	5.89	NA	414.11	2.08
Postage, Handling	7,353.04	2.14	NA	805.63	12.30
Solinet	41,311.61	12.00	NA	9,790.91	31.06
Supplies	5,406.00	1.57	NA	5,406.00	NA
<b>Subtotal</b>	<b>75,035.24</b>	<b>21.80</b>	<b>NA</b>	<b>16,359.84</b>	<b>27.88</b>
<b>Total Resources</b>	<b>343,262.94</b>	<b>99.72</b>	<b>NA</b>	<b>- 59,745.51</b>	<b>- 14.82</b>
<b>Non-Resources</b>					
Personnel	0.00	0.00	NA	54,636.00	- 100.00
Expense, Equipment	970.00	0.28	NA	335.45	52.86
<b>Total Non-Resources</b>	<b>970.00</b>	<b>0.28</b>	<b>NA</b>	<b>- 54,300.55</b>	<b>- 98.24</b>
<b>Total Expended</b>	<b>344,232.94</b>	<b>100.00</b>	<b>NA</b>	<b>- 114,046.06</b>	<b>- 24.89</b>

**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**Library Inventory**  
**1977-1983**

	1977-1978	1978-1979	1979-1980	1980-1981	1981-1982	1982-1983
<b>Main Resources</b>						
Beginning Inventory	182,853	206,779	226,374	245,704	259,846	272,521
Units Added	24,670	20,124	19,976	15,035	13,808	11,422
Units Lost or Withdrawn	(744)	(529)	(646)	(893)	(1,133)	(737)
Ending Inventory	206,779	226,374	245,704	259,846	272,521	283,206
<b>Other Resources</b>						
Beginning Inventory	83,664	105,119	128,619	172,667	192,891	217,970
Units Added	25,536	25,923	52,833	28,985	35,893	19,694
Units Withdrawn	(4,081)	(2,423)	(8,785)	(8,761)	(10,814)	(7,905)
Ending Inventory	105,119	128,619	172,667	192,891	217,970	229,759
<b>Total Collection</b>						
<b>Strength</b>	311,898	354,993	418,371	452,737	490,491	512,965
<b>Volumes in Process (FASTCAT)</b>						
	5,428	8,410	5,707	6,607	4,782	1,933

The year's acquisitions included 1,354 volumes on approval of which 1,298 were kept and 56 were returned (for a return rate of 4.1%); 1,100 firm orders for monographs, 121 curriculum and audio-visual items, and 1,800 gifts of which 804 were added to the collections. Serials acquisitions are reported separately with Serials Dept. statistics.



**UNIVERSITY OF NORTH FLORIDA**  
**Collection Inventory**  
**1982-1983**  
**TITLES**

<b>MAIN RESOURCES</b>	<b>On Hand 7/1/82</b>	<b>Added</b>	<b>Withdrawn</b>	<b>On Hand 6/30/83</b>
General Collection	182,371	6,035	(182)	188,224 <sup>1</sup>
Bibliography	52	5	0	57
Documents (Classed LC)	88	4	(2)	90 <sup>2</sup>
Index/Abstract	211	16	(4)	223 <sup>3</sup>
Map/Atlas	105	4	(1)	108
Oversize	497	29	0	526
Periodicals	2,665	249	(4)	2,910 <sup>4</sup>
Reference	4,354	313	(117)	4,550 <sup>5</sup>
Special	259	1	0	260
<b>Total</b>	<b>190,602</b>	<b>6,656*</b>	<b>(310)</b>	<b>196,948</b>

**OTHER RESOURCES**

Annual Reports	2,993	0	0	2,993
Curriculum	3,116	236*	0	3,352 <sup>6</sup>
Media Resources	27,492	65	0	27,557
Music Scores	2,145	221*	(4)	2,362 <sup>7</sup>

OTHER CATEGORIES — e.g., PICTURES AND PAMPHLETS — ARE NOT COUNTED BY TITLE

<sup>1</sup>Includes 118 titles on microfilm, 13 microfiche.

<sup>2</sup>Includes 6 titles on microfilm.

<sup>3</sup>Includes 3 titles on microfilm.

<sup>4</sup>In this collection, one bibliographic title describes both microformat and hard-copy holdings.

<sup>5</sup>Includes 10 titles on microfiche.

<sup>6</sup>Includes 2 titles on microfiche.

<sup>7</sup>Includes 3 titles on microfiche.

\*Of the total of 7,113 new titles handled by the Cataloging Serials Departments, 705 titles represent original cataloging, 710 modified LC cataloging, and 5,598 unmodified LC cataloging. In addition, 4,740 titles were recataloged.

**UNIVERSITY OF NORTH FLORIDA**  
**Collection Inventory 1982-1983**  
**Resource Units**

Main Resources	Hard Copy				Microfilm			Microfiche				Totals
	7/1/82	+	-	6/30/83	7/1/82	+	6/30/83	7/1/82	+	6/30/83	+ 8	
General Collection	205,250	6,783	(166)	211,867	542	0	542	121	0	121	15	212,424
Bibliography	785	74	0	859	—	—	—	—	—	—	—	859
Documents (LC)	272	17	(2)	287	332	0	332	23	0	23	3	622
Index/Abstract	4,781	337	(11)	5,107	38	4	42	553	0	553	69	5,218
Map/Atlas	113	7	(2)	118	—	—	—	—	—	—	—	118
Oversize	536	31	(1)	566	—	—	—	—	—	—	—	566
Periodicals	32,740	2,863	(7)	35,596	14,521	357	14,878	768	97	865	108	50,582
Reference	11,821	902	(548)	12,175	172	4	176	680	235	915	114	12,465
Special	350	1	0	351	—	—	—	—	—	—	—	351
<b>Total</b>	<b>256,648</b>	<b>11,015</b>	<b>(737)</b>	<b>266,926</b>	<b>15,605</b>	<b>365</b>	<b>15,970</b>	<b>2,145</b>	<b>332</b>	<b>2,477</b>	<b>310</b>	<b>283,206</b>
<b>Other Resources</b>												
Annual & 10K Reports	15,508	0	0	15,508	—	—	—	49,779	2,019	51,798	6,475	21,983
College Catalogs	957	0	0	957	—	—	—	3,622	0	3,622	453	1,410
Curriculum*	5,259	0	0	5,259	—	—	—	3,353	0	3,353	419	7,392
Docs (Su Doc)	90,741	14,283	(7,829)	97,195	1,269	18	1,287	125,928	8,701	134,629	16,829	115,311
ERIC	—	—	—	—	—	—	—	285,303	16,816	302,119	37,765	37,765
Maps	4,369	225	(18)	4,576	—	—	—	—	—	—	—	4,576
Media Resources (See Separate Listing)	—	—	—	—	—	—	—	486	0	486	61	29,260
Music Scores	3,874	313	(5)	4,182	—	—	—	—	—	—	—	4,243
Newsbank	—	—	—	—	—	—	—	18,113	1,380	19,493	2,437	2,437
Pamphlets	368	0	0	368	—	—	—	—	—	—	—	368
Pictures/Portraits	4,232	498	(53)	4,677	—	—	—	—	—	—	—	4,677
Telephone Directories	339	0	0	339	—	—	—	—	—	—	—	339
<b>Total</b>	<b>125,647</b>	<b>15,319</b>	<b>(7,905)</b>	<b>133,061</b>	<b>1,269</b>	<b>18</b>	<b>1,287</b>	<b>486,584</b>	<b>28,916</b>	<b>515,500</b>	<b>64,438</b>	<b>229,759†</b>
<b>GRAND TOTAL</b>	<b>382,295</b>	<b>26,334</b>	<b>(8,642)</b>	<b>399,987</b>	<b>16,874</b>	<b>383</b>	<b>17,257</b>	<b>488,729</b>	<b>29,248</b>	<b>517,977</b>	<b>64,747</b>	<b>512,965†</b>

\*The total for this collection includes media statistical units not specified in this chart. For a breakdown see Curriculum Collection inventory which follows.

†Vertical total only.



**UNIVERSITY OF NORTH FLORIDA  
Serials Department**

	Previous Totals	Net Change 1982-83	Totals to Date
<b>SUBSCRIPTIONS:</b>			
Newspapers	21	0	21
Periodicals	2,226	- 104	2,122
Business & Legal Services	176	- 50	126
Microfilm	103	5	108
Free/Gift	171	- 17	154
Depository (Gov't. Docs.)	48	8	56
<b>STANDING ORDERS</b>	485	- 25	460
<b>BINDERY STATISTICS</b>			
	Volumes		
Books	115		
Periodicals	2,344		

**CHECK IN:**

During the year 22,951 current issues, 29 complete backfile volumes and 442 back issues, 456 microfilm reels, and 22,193 pieces of microfiche were checked in; in addition, 451 volumes and 593 periodical issues were received as gifts of which 117 volumes and 64 issues were retained. Finally, 812 claims were issued for unreceived materials.

**UNIVERSITY OF NORTH FLORIDA LIBRARY  
Collection Inventory 1982-1983  
Curriculum Collection**

	Titles			Statistical Units		
	7/1/82	+	6/30/83	7/1/82	+	6/30/83
Cards	11	0	11	11	0	11
Cassettes	33	0	33	45	0	45
Charts	3	0	3	12	0	12
Filmstrips	125	0	125	146	0	146
Games	8	0	8	9	0	9
Hard Copy Texts	2,638	232	2,870	5,259	648	5,907
Kits	130	4	134	538	4	542
Microfiche Equivalents (Curriculum Guides)	2	0	2	419	0	419*
Posters	11	0	11	42	0	42
Records	92	0	92	119	0	119
Slides	2	0	2	4	0	4
Tests	61	0	61	136	0	136
<b>Total</b>	<b>3,116</b>	<b>236</b>	<b>3,352</b>	<b>6,740</b>	<b>652</b>	<b>7,392</b>

\*3,353 pieces ÷ 8

**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**Collection Inventory 1982-1983**  
**Media Resources Center**

	<u>Titles</u>			<u>Statistical Units</u>		
	7/1/82	+	6/30/83	7/1/82	+	6/30/83
Audio Reels	1	0	1	12	0	12
Audio Cassettes	351	18	369	507	27	534
Charts	1	0	1	1	0	1
Film Loops	31	0	31	363	0	363
Film Reels	436	0	436	546	0	546
Filmstrips	168	0	168	297	0	297
Filmstrips/Sound	396	1	397	836	9	845
Instructional Cassettes	378	0	378	526	0	526
Overhead Transparencies	64	0	64	152	0	152
Records-Musical	5,129	6	5,135	5,084	6	5,090
Records-Dramatic	221	0	221	221	0	221
Records-Other	258	0	258	271	0	271
Slides	19,264	14	19,278	19,264	14	19,278
Slide Sets	79	0	79	97	0	97
Slide Sets/Sound	270	10	280	489	19	508
Videocassettes	439	15	454	497	15	512
Videoreels	6	1	7	6	1	7
<b>TOTAL</b>	<b>27,492</b>	<b>65</b>	<b>27,557</b>	<b>29,169</b>	<b>91</b>	<b>29,260</b>



## TECHNICAL SERVICES DIVISION

Even though 1982/83 saw the Technical Services Division contending with the disappointment of a penurious book budget — and the consequent need to cut periodical subscriptions — this disappointment was balanced by the great satisfaction of finally, after several years of anticipation, realizing the installation of a local, library automation system. In December the LIBS 100 was delivered and put into operation by its vendor CL Systems, Inc. of Newtonville, Mass. Based on the DEC PDP 11/23 computer with two Control Data 300 megabyte disk drives, the Library's configuration is relatively small and supports a current maximum of sixteen terminals for all functions. Nonetheless the system supports current circulation operations and, most important for Technical Services, has allowed the Library to build a comprehensive on-line MARC database from its bibliographic archive tapes received from OCLC since 1975.

Work began immediately in December on building a database. To reduce the complications surrounding this process, it had been decided not to begin circulation control on the new system until a substantial database was in place, but no later than the following May when the Library's Mohawk circulation system was to be removed. To expedite the project, SOLINET had been contracted to pre-process the Library's archive tapes, removing detectable duplicates, separating records by Library collection (so that records for circulating collections could be loaded first), and generally providing a series of clean tapes for all cataloging transactions between February, 1975 and, May, 1982. SOLINET also processed individual records, swapping out, when possible, old personal and corporate name headings for those in AACR2 format.

Initial loading of the database went quite slowly at about forty-five MARC records per hour, and it was soon realized that it would take up to one year to completely load all records at that rate. The speed of loading was a function both of the system's size and of the complicated processing which the Library was requiring for each MARC record. It was decided to drastically reduce the amount of processing even though this would mean that the database would have to be reloaded in the future. The import of this decision was that a complete database adequate for circulation purposes could be expeditiously generated but, as a result, other more intensive bibliographic functions would have to be sacrificed for the time being. A loading speed of about 120 records per hour was soon achieved, and by the end of May about 205,000 MARC records had been processed. Circulation operations came on-line at that time as planned.

While the Library's entire MARC bibliographic file is now accessible on-line, retrieval for most of the records is only possible by call number, main author, and main title. This is a factor of the limited processing discussed above. Beginning June 1, the Library began receiving weekly tapes directly from OCLC reflecting all current cataloging. At the same time, processing parameters were reset to their original configuration so that all records loaded from now on will be retrievable by a full compliment of access points including added authors, titles, and subjects. While full MARC records are "viewable," they cannot currently be edited; this function is being contractually provided in a software release to be received next fiscal year.

The initial allocation of terminals was planned by the Systems Librarian so that, despite the low number available, every library department would receive at least one, and it is undoubtedly this fact which is responsible for the enthusiastic acceptance which the system has received even within its first few months of operation. Terminals in the



Public Service departments were placed at service desks rather than in offices so that, despite the restrictions on access to the database, reference staff immediately began to use the system to answer telephone questions about book availability and, in general, to avoid trips to the card catalog when possible. Catalogers were elated to be able at long last to consult MARC records in their locally edited versions, some of the oldest of which had been archived on tape for eight years.

While the prognosis for library automation now seems relatively favorable, the past year's experiences were not totally positive. The present system is far from complete — lacking, among other things, an acquisitions and serials check-in component — and, in its present design, hardly encompasses all the important functions of a good card catalog. The unfortunate consequence of this last fact is that the Cataloging Department, in addition to maintaining the traditional, card-based system, must now also maintain a computer-based bibliographic system. Only time will tell if the present system will evolve sufficiently quickly that the benefits of the system will outweigh the increased responsibility and greater workload which it has caused in its present form. In addition, the system's hardware configuration will have to be upgraded, and that is entirely dependent upon the availability of adequate funding.

Contrary to the impression given by the above report that the installation of LIBS was the singular important activity for the Division during the past year, several other accomplishments are worthy of note, not the least of which was the Serials Department's completion of the Jacksonville Union List of Serials. This, and other activities, are enumerated in the departmental reports which follow.

*John M. Hein*  
*Head, Technical Services &*  
*Interim Assistant Director*

## ACQUISITIONS DEPARTMENT

The library's original materials budget allocation for FY 1982/83 amounted to \$576,000 — a reasonably good sum had we been able to keep it. Unfortunately, the University was once again beset with budget problems caused by a serious revenue shortfall. The result was that Book OCO was pared down first to \$365,235 in the fall of 1982, and finally to \$344,235 in the spring of 1983. The one positive aspect of the experience was that we were warned of the cuts far enough in advance to plan accordingly.

As usual, the bulk of the money — this time approximately \$230,000 — was disbursed on serials and binding. That we basically held the line in this area was due to the receipt of some rather large credit memos resulting from the previous year's cancellations. Other expenses further depleting funds for actual materials included the \$5,400 for tattletape strips and over \$41,000 for SOLINET (computer cataloging) expenses. Part of this latter expense stemmed from charges necessary for the conversion to our new circulation system.

Limited funds were available for the purchase of books and audiovisual materials. The library was two months into its renewed approval program (which cutbacks had halted last year) when we were once again forced to cancel. Our distributor, Ballen Booksellers, again agreed to provide selection slips in lieu of books that we might be ready to order should funds become available. We reviewed 1,354 titles on approval, returning 56 for a return rate of 4.1%. The 1,298 titles we kept cost an average of \$25.40 each.

Faculty and staff were made aware of the cutbacks, and their requests dropped to a new low — 2,500 — less than half of last year's total. Since a number of orders, encumbering a considerable amount of money, were placed in the summer, it was necessary to freeze further spending until the year's serials obligations were met. At the end of the fiscal year there was but a few thousand dollars for new imprints. Altogether, we purchased approximately 1,100 firm orders for \$22,000, or \$20,00 each. A sad note was the collective staff's decision to cancel the MacNaughton Plan — a popular and highly used leisure reading collection — as leisure reading has a low priority in our mission statement.

The reduced budget affected work assignments in Acquisitions. With fewer requests coming in, almost no ordering, and minimal amount of check-in necessary, we turned our attention to other areas. We were able to keep up with the influx of gifts, keeping about 800 of the more than 1,800 that we reviewed. We also updated our collection of publishers' catalogs. In addition, Acquisitions personnel were assigned to help in other areas of the library, particularly those affected by budget cutbacks in OPS personnel or experiencing hiring freezes. Doris Barie and Laura Karabinis spent a little time in periodicals and a lot of time helping in projects connected with our conversion to a new circulation system. The present writer spent nearly half of her time in the periodicals section of public services, which was particularly hard hit with budget cuts, position freezes, illnesses, and a maternity leave. Our half-time clerk-typist III, Bar Laws, accepted a lateral transfer to the Serials Department, and Vicki Washburn was hired to replace her. Since we always have a backlog of processing and clerical work, she, at least, was kept busy within the Department. We all look forward to a better year next year.

*Sheila Mangum*  
*Head, Acquisitions Department*



## **SERIALS DEPARTMENT**

The Serials Department, for the third consecutive year, suffered the constraints of a low budget and was unable to acquire any new titles. This necessitated a major reallocation of assignments and goals for the department, as lack of ordering affected all personnel. Cataloging retrospective items continued, and evaluation of the journal list presented a statistical breakdown of the collection. A number of special projects formed the bulk of the year's work.

### **CATALOGING**

Serials cataloging made great inroads in the past twelve months. The department had compiled a file of problem titles that required recataloging. This file was completely evaluated and 981 records were produced, eliminating all fully cataloged "snag" items. An ongoing project to catalog the Periodicals collection neared completion, with 249 titles cataloged this year. Only a few titles remain uncataloged. The implementation of the CLSI circulation system required that Serials participate in updating a number of problem and uncataloged titles into the system. Serials also revised procedures for shelflisting added volumes to update the on-line holdings for non-periodical serials.

### **ACQUISITIONS**

The normal function of acquiring titles came to a halt for the year, but the department became involved in evaluating the journals that it still acquired. The library assigned departments and faculty members to appropriate titles, based on subject content of the journal and original request slips. The lists were then circulated to the appropriate academic department for verification. Programming was written to allocate the proportionate cost of each journal among departments, and to calculate the total cost of titles per department. From this exercise titles were identified which were not required by any area.

The only acquisitions for the year involved gifts and backfiles. A large gift of reprinted journals was given to the library in the prior fiscal year. This year we added 1,007 of the gift volumes to the Periodicals Collection. A project to replace lacking issues netted 431 issues and 24 volumes. Both acquisitions led to a temporary increase in binding. The binding function continued normally throughout the year in spite of budget constraints. The only exception was for the month of June, when auditor's complaints forced us to avoid sending shipments until the new fiscal year. This cessation accounts for the fact that binding was down by 275 periodical volumes as compared with the previous year. The department also added the services of a second binder. National Library Bindery Company, of Atlanta, began doing some of our work, furnishing Library Binding Institute approved standardized binding.

### **SPECIAL PROJECTS**

The bulk of the Serials Department's work centered around special projects. The lack of ordering created time for a number of enhancements to the department. For well over a year, a shelf check of the Periodicals collection was underway. This check was completed this year, as shelf holdings were compared with both the shelf list and the Serials Record.

The Apple Micro Computer was used to build new and revised files. A rush binding file was created that permits titles to be easily adjusted to the various binding periods, and provides a convenient list to use when working in the stacks. All standing orders and services were input into a file which provides data in number of titles and cost of each category. A list of potential cancellations was built using the Apple, and provided access by either title or classification. A file of all current and past faculty was created to assist in assigning departments to journal requests.

Other projects revolved around collection evaluation. With the help of Mary Davis in the Reference Department, an evaluation of the use of the Periodicals Collection was undertaken. Use had been annotated for the period of April 1981 - August 1982, but the statistics had never been collected and compiled. Almost 600 titles were evaluated from the classes A-G and Q. In this rough survey, 44% of the titles were found to have been reshelfed only once per year. The use study was the basis of a list of journals to be considered for cancellation. The list will be submitted to the faculty for further consideration.

A major project involved all members of the Serials Department for most of the year. Serials assumed responsibility for compiling a Union List of Serials for the Jacksonville Area. Periodical holdings for Florida Junior College, Jacksonville University, and Jacksonville Public Libraries were added to the file of UNF titles. Approximately 1250 new titles were added to the Serials Record, and holdings were annotated to an additional 2294 titles. The effort involved adding about 10,000 lines of code to our existing file. Mark IV programming was used to compile a printed output.

## **PERSONNEL**

The Serials Department has been fortunate in having a dedicated and experienced staff. The major projects completed during this year attest to the high level of skill and expertise available. The department welcomed Bar Laws as clerk-typist III when Doris Barie accepted a position in the Acquisitions Department. Bar's prior experience in the library helped her develop efficient skills in Serials. The staff willingly accepted new duties and projects, and created a number of valuable documents for the library and the community. In spite of a dismal budget year, the Serials Department made good use of available time and staff to work on projects that will have a lasting impact.

*Vicki Thomas Stanton*  
*Serials Librarian*



## CATALOGING DEPARTMENT

A severely restricted budget once again focused the activity of the Cataloging Department on the backlog and conversion snags. The backlog, or FASTCAT collection, was significantly reduced due to changes in the criteria for removing items from that collection. A new category was added to the types of cataloging copy that would be accepted for revision and the date cutoff for books eligible for original cataloging was moved forward one year. In the period July, 1982 through June, 1983, 2,233 conversion snags were recataloged. Only a small number of items requiring original cataloging remain to be done.

In anticipation of the use of the Library's new automation system, a project was completed, with Acquisitions staff, to identify and update OCLC records for FASTCAT items in order that these materials could be included in the online database.

Cataloging of films from the Media Resources Center continued and expanded. One Library Technical Assistant is being trained to work on film cataloging in conjunction with a professional cataloger. In addition, planning was begun to include a small number of government documents in the workflow for full cataloging.

Authority work continued, particularly on subject headings. The transfer of the subject heading master list to the ninth edition of LCSH was completed and a comparison of the ninth edition with its supplements was begun.

It was a fairly stable year in terms of personnel, only one clerk/typist position was vacated and filled. Another of the clerk/typist positions, the one split between the cataloging and serials departments, was reclassified upward to a library technical assistant I level.

The focus of the Department in the next year will be on integration of current workflow and routines with the new library automation system. It is planned that the integration process will include a general review and updating of department routines.

*Linda Smith  
Head Cataloging Department*

## **CIRCULATION DEPARTMENT**

Much like the 1980 move to our new building, this year marked the beginning of a new era for this library in automation and the associated transitions this opportunity provides. Most library activities have been or will be impacted by this event: circulation, card catalogs, cataloging and catalog maintenance, information retrieval, inventory control, and reference services.

### **CLSI LIBS100 AUTOMATED LIBRARY SYSTEM**

After five years of system hunting and obtaining approvals and funding, the library was able to negotiate a contract with C.L. Systems, Inc. of Newtonville, Massachusetts, for the installation and support of a library automated system. The contract calls for specific customized enhancements of the standard software as supported by CLSI's newest generation of hardware. The total functional package, being phased in gradually, is due for final completion in the Spring of 1984.

Because of the considerable preplanning, the advance preparation of the circulating collection (barcoding books) and the special conditioning of the computer room, we were able to sign a contract in November of 1982 and actively implement the system by April 1, 1983. During this period we received the hardware and on-site training, began loading our databases from OCLC tapes, performed parallel testing and provided for transition procedures. Circulation functions were implemented for the Circulation Desk on April 1st, followed by the Course Reserve Desk and the Media Resources Center soon thereafter.

John Hein, head of Technical Services, was instrumental in learning, implementing and exploiting the system, particularly in the loading of the bibliographic data base from OCLC tapes. In the short time we have been using the CLSI system, UNF has gained the reputation of being "creative" users. CLSI has invited UNF to provide input for new system enhancements, for authority control and MARC editing.

The conversion road has not been entirely smooth. CLSI has already encountered two events of default proceedings which were remedied within prescribed time limits. With the short lead time between installation and operational implementation, transition procedures have been hurried and have not entirely evolved to the point of total replacement of policies, procedures and overrides governing the old circulation operation.

UNF has been an alpha test site (field testing prior to general release to all CLSI customers) for its software release 26.5, laser terminals and another specialized terminal. As a test site we have had to accommodate system flaws as a trade-off for enhanced function. Remedy of flaws and errors in alpha test mode have been quickly supplied; beta test support has been inadequate and in some cases was responsible for data base damage and intensive remedy projects requiring considerable man-hours. All the software as required under the contractual specifications will be delivered initially at the alpha test level.

The complete history of the CLSI process is detailed in a progress report series.

### **Circulation Services Section**

The fact that the old automated circulation system and the new system are incompatible in the way they keep and derive statistics has made it impossible to provide an in-depth analysis beyond summary circulation statistics. This may also account for an apparent decline in circulation.



A trend is emerging where non-UNF borrowers are on the increase and now account for approximately 10% of the total circulation. Since these borrowers are not subsidized in our funding, their presence continues to infringe on the services to our regular primary affiliated clientele.

The new library system will impact circulation in that it can, and is planned to, decentralize circulation to other areas: Media Resources Center, Documents, Periodicals and Reference. Training and enforcement of standards at these decentralized points have become new duties of this department.

Staffing has been the critical problem this year. In the face of major procedural transitions, requiring parallel (duplicate) operation of systems and resulting problem-solving, we have had serious coverage problems due to normal attrition, maternity leave, and the temporary loss and subsequent reduction of OPS staff. The team effort of the staff (circulation and library) has been the one major factor which has made this transition a success. However, the staff now has become "burned out" and the insufficient staffing level may begin to affect the level of service this department is able to provide.

### **Interlibrary loans**

Equally as exciting as the library's new system are the innovations and streamlining of interlibrary loans, statewide and system-wide (nationally).

After several years of inactivity, the State University System Interlibrary Loan Annual Workshop program was reactivated and hosted by this library. The program was well received and involved the SUS librarians in a more cohesive attitude of cooperation.

FLIN (Florida Library Information Network) continued its use of OCLC as the primary referral tool for generating interlibrary loan requests in Florida. As a result of grants to each of the State University System libraries, reciprocal photocopies at no charge (a program formerly in testing for six months) was made a normal procedure for SUS libraries. The plan is scheduled to be expanded to all FLIN resource libraries in the next fiscal year. This plan saves many man-hours for billing, collections and other book-keeping.

OCLC is enhancing its ILL subsystem by offering the promise of a micro-enhancer which speeds up the processing of batch transactions during non-prime system hours. Presently in test at the state library, it is hoped that FLIN will fund its resource libraries to install this enhancement.

Selected as the Florida representative to the SOLINET/OCLC interlibrary Loan Task Force, I have been active in promoting recommendations to both SOLINET and OCLC for service and system enhancements, and in the development of publications which will assist interlibrary loan operations using OCLC.

### **Course Reserves**

With personnel transactions as well as the automation transition, this operation has still managed to maintain its effectiveness. Cross training of other employees has helped immensely. Statistics remain generally consistent with traditional usage.

## **Building Operations**

UNF was expecting a new telephone system to be installed in November, 1982. The bidding process was unsuccessful. A new telephone system would have greatly enhanced library telephone and automated services. The costs emerging from deregulation of telephone services has stalled the Library's ability to modify or enhance library telephone services.

ROBERT P. JONES  
Circulation/Systems Librarian



UNIVERSITY OF NORTH FLORIDA LIBRARY  
Circulation Department

**SUMMARY STATISTICS, 1982-1983**

**Note:** The transition to a new automated circulation system during this fiscal year accounts for the apparent decline in circulation. Rather than a decline in circulation, it may be rather a difference in the types of transactions which generate statistics and the algorithms used to derive statistical information.

**CIRCULATION SERVICES**

Transactions:

Mohawk System (Cumulative to April 1, 1983)	94,509
CLSI System (Cumulative from April 1, 1983)	15,406
Manual transactions (including Course Reserves)	58,646
In library use	<u>130,704</u>
<b>Total</b>	<b>299,301</b>

**INTERLIBRARY LOANS**

Transactions:

	Filled	Processed
UNF supplied: Books	1953	2484
UNF supplied: Photocopies	703	1275
UNF supplied: Other services	11	12
<b>TOTAL, UNF SUPPLIED:</b>	<u><b>2667</b></u>	<u><b>3771</b></u>
UNF requested: Books	585	1198
UNF requested: Photocopies	689	1173
<b>TOTAL, UNF REQUESTED</b>	<u><b>1274</b></u>	<u><b>2371</b></u>
<b>TOTAL WORKLOAD:</b>	<u><u><b>3941</b></u></u>	<u><u><b>6142</b></u></u>

**Grant Support (LSCA, Florida Library Information Network) \$1266.00**

**COURSE RESERVES**

Items on Reserve (Active Records)	8895
Reserve Requests Processed	1252

**SYSTEMS**

Number of Patron Requested Bibliographic Computer Searches	144
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**LIBRARY OPERATIONS**

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

## REFERENCE DEPARTMENT

The Reference Department conducted business as usual even though it, too, suffered the effects of a second bad budget year. Low book budgets have not seemed to decrease patron use, but only increase complaints. We have continued our policy of no tours for non-UNF groups, resulting in a decrease in tours from 63 to 48, with the participant count dropping from 1,464 in 1981/82 to 919 in 1982/83. Computer search services, the entire cost of which is born by the patrons, are down from 201 to 144.

While the reference statistics are up for three categories, two of the most important categories, instructional and reference, have decreased since last year. A detailed breakdown of the statistics at the separate service points at Reference and Periodicals showed that all categories at the Reference station were down substantially. I attributed this to the fact that when staffing is short, the Reference desk is closed and the Periodicals desk is kept open. During 1982/83 the department had two vacancies, a maternity leave and illness, which affected reference service adversely.

Diane Kazlauskas was hired permanently as an Assistant University Librarian in January, 1983, in a position which had been vacant for two and a half months. She is a Reference Librarian and supervisor of the Media Resources Center, a position which she had been filling temporarily since July, 1981 for Deborah Schlackman, who was on maternity leave and who resigned June 30, 1982.

We were sorry to lose Nancy Vermeulen, who had been an LTA II in Reference for ten years, but wish her well in her new career as a computer programmer. She has been replaced by Jan Swart, who had been in a weekend OPS position for over a year. That OPS position has been filled by Bonnie Tolbert, formerly employed in Circulation. In December, Reference Librarians Mary Davis and Eileen Brady switched job assignments: Ms. Brady now supervises the Periodicals Collection, as well as indexing the *Florida Times-Union*, and Ms. Davis supervises the Reference Collection, the University Archives, and the map collection. We rearranged the seating area in Reference, giving the area a better appearance and lessening the noise level somewhat.

In the late spring two projects were finally completed after long delays due to budget cutbacks the previous year. Mary Davis and Vicki Thomas Stanton of Serials finished the periodicals usage by compiling the usage statistics, which were used to help evaluate the continuation of certain periodical titles. Ms. Stanton also produced the union list of periodicals held by the libraries of UNF, Florida Junior College, Jacksonville University, and Jacksonville Public Library.

Continued low book budgets have forced us to take a long hard look at renewals or new editions for the Reference Collection. Many sources which were peripheral to our curriculum or not used have been dropped, and new reference books have come under very close scrutiny. Hopefully these measures will result in a tighter, more useful collection, which may not be as comprehensive as it once was, but which better reflects the university curriculum and student demands.

Finally, the staff members in Reference are enjoying the benefits of a (partially) on-line catalog. At both the Reference and Periodicals desks there are terminals to assist with book title inquiries. This is a marvelous time-saver for us, although it doesn't help our waistlines much, since we no longer have to walk to the catalogs!

KATHLEEN F. COHEN  
Head, Reference Department



**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**Reference Statistics**

	<b>Information</b>	<b>Instructional</b>	<b>Directional</b>	<b>Reference</b>	<b>Micro</b>
1976-77	7,791	2,263	2,685	1,800	2,376
1977-78	8,241	2,468	2,709	2,306	2,823
1978-79	10,420	3,279	4,231	3,266	3,179
1979-80	13,277	3,223	4,767	2,853	3,212
1980-81	14,770	3,592	6,326	2,265	3,743
1981-82	17,565	4,569	5,385	3,299	4,636
1982-83	17,916	4,203	5,787	3,010	4,813

## MEDIA RESOURCES CENTER

FY 82/83 in the Media Resources Center (MERC) bore striking resemblance to FY 81/82 in that again this year there was no stability in budget or administration.

Again MERC's staff and position on the organization chart did not change but oscillated over the year. OPS student Cynthia Shaw graduated and resigned in August. She was not replaced and an effort to hire a CWSP student remained unsuccessful. Gloria Price Holmes was hired temporarily in June to replace OPS night/weekend employee Winona Davis who had worked the maximum number of hours allowed and was therefore laid off for two months. Career Service personnel remained unchanged. The librarian in charge of MERC, Diane Kazlauskas, who had been temporary since June 15, 1981, was terminated on October 15, 1982. After a nationwide search she was rehired January 3, 1983 as a permanent employee.

From July 1 to October 15, 1983, MERC reported to the Head of Reference through the temporary librarian in charge of MERC; from October 16 to January 2, 1983, to the Assistant Director; from January 3 to March 6, 1983, to the Head of Reference through the librarian in charge of MERC; and from March 7 through June 30, 1983, to the interim Assistant Director through the librarian in charge of MERC.

In the area of acquisitions, there was very little activity because of budget constraints. Total acquisitions figures were deceptively high at 588 of which 498 were pictures obtained from discards, and 45 were small gifts.

By the end of FY 82/83, service statistics had been kept long enough for comparative value. Usage figures, based on monthly averages, were up in all areas except general information questions and reshelving with March being the busiest month.

Two major changes occurred during the year. One was the initiation of the CLSI circulation system. MERC borrowers now borrow and return all material directly to MERC where a terminal and desensitizer have been installed and all staff members trained to use them. The project of assigning barcodes to material continues.

The other change was the removal of the slides and slide cases from room 3006B and the furnishing of this room as a librarian's office, actually placing the librarian in charge of MERC in MERC for the first time since the move to Building 12 in 1980.

Other changes and developments include:

1. Installation of a circulation desk;
2. Reorganization of the Eartha M. M. White Collection begun;
3. Cataloging of the audio-visual collection continued;
4. Cataloging of the music scores continued by the Cataloging Department;
5. Completion of a descriptive flyer for MERC.

It is hoped that FY 83/84 will bring more progress and a degree of permanence to the Media Resources Center.



## MERC STATISTICS FY 82/83

	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Questions	243	110	372	582	525	187	504	595	626	323	301	319
Holdings	235	94	338	559	518	183	481	582	613	319	295	248
Information	8	16	34	23	7	4	23	13	13	4	6	71
<b>Equipment</b>												
Used	139	104	321	330	320	106	324	265	410	249	326	246
Instruction	93	60	186	221	248	75	251	153	284	199	184	222
*%	67	58	58	67	78	71	77	58	69	80	56	90
Shelving	888	440	1413	706	873	819	713	1273	1605	758	832	808
**Borrowing	230	434	773	139	291	137	493	515	286	363	474	395
Days Open	24	24	25	26	24	23	25	24	27	23	25	26
No. Classes	0	14	0	0	0	11	2	0	0	5	5	0

\*Percent of people who needed instruction to use equipment.

\*\*Excluding curriculum books and music scores until April.

	FY 81/82 Monthly Average	FY 82/83 Monthly Average	Fy 81/82 Total	FY 82/83 Total
Questions	248	391	2474	4687
Holdings	206	372	2055	4465
Information	42	19	419	222
<b>Equipment</b>				
Used	246	262	2455	3140
Instruction	198	181	1076	2176
*%	44%	69%	44%	69%
Shelving	1079	927	10787	11128
**Borrowing	358	378	3225	4530
Days Open	24.5	24.5	245	296
No. Classes	1.6	3	16	37

\*Percent of people who needed instruction to use equipment.

\*\*Excluding curriculum books and music scores until April.

## MERC TITLE COUNT

30 June 1983

	June 1981	June 1982	FY 82/83	June 1983
Sound Recordings	5574	5608	6	5614
Videocassettes	435	439	15	454
Video Instruction Reels	6	6	1	7
Films	429	436	0	436
Filmstrips	167	168	0	168
Filmstrip/Cassettes	363	369	1	370
Filmstrip/Sound Recordings	9	9	0	9
Filmloops	31	31	0	31
Slides	19,166	19,264	14	19,278
Slide Sets	78	79	0	79
Slide Sound Sets	264	270	10	280
Instructional Cassettes	375	378	0	378
Audiocassettes	341	351	18	364
Overhead Transparencies	64	64	0	64
Charts	1	1	0	1
Pictures*		(4,179)	486	4,665
Reel to Reel Tapes	1	1	0	1
16mm Filmstrips	18	18	0	18
Withdrawals			0	
<b>Total</b>	<b>26,322</b>	<b>27,492</b>	<b>551</b>	<b>32,222</b>

\*Not previously tallied



## DOCUMENTS DEPARTMENT

Fiscal year 1982-83 was an especially trying one for the Documents Department which had to maintain operational efficiency and service without a full complement of personnel. It is to the credit of the permanent and part-time staff that they processed a record number of documents and maintained a full schedule at the reference desk. In spite of the budget problems, services were maintained evenings and Sunday afternoon which are essential for our evening student body. It would be desirable, however, to convert the two OPS positions to Career Service which would allow for the hiring and retention of individuals with long range interests in the position. The user statistics remained constant and the analytical log of questions revealed that the students and other users need very detailed information and statistical data. Fortunately, the paraprofessional staff continues to become more knowledgeable and better acquainted with the intricacies of the Documents collection.

The cutbacks in the printing programs of the federal government seem to be over and there are no further laps in distribution anticipated. At the same time, the Government Printing Office has a mandate to save money, and one of the solutions chosen to become more cost effective was the publication of a large number of government documents on microfiche. On occasion this causes a problem for patrons and librarians particularly in the use of statistical and serial publications. The expansion of the microfiche publication program will encourage the proliferation of obscure and ephemeral material which, in turn, may create the tendency to collect more than our patrons need and the staff can handle. Judicious selection and the small number of personnel in the Department should prevent this from happening.

A systematic weeding program was initiated in March 1983. It is estimated that the program will take 18 months to complete. This worthwhile project affords us the opportunity to reclassify older material and verify holdings, also to discard old or obsolete material. Parts of the collection will be entered in the main catalog during the coming year, beginning with serials and selected monographs. The Cataloging Department will incorporate these items in their regular workflow. The Department expects to receive a terminal in the near future; it will enable the staff to put brief records in the LIBS100 System for easy access.

The Department has clearly defined, long range plans. Pending the availability of funds, the future seems promising.

BRUCE LATIMER  
Head of Documents

**LIBRARY SCIENCE COURSES  
1982 - 1983**

<b>QUARTER</b>	<b>COURSE AND NUMBER AND TITLE</b>	<b>No. of Credits</b>	<b>No. of Students</b>	<b>Student Cr. Hr.</b>
Summer 1982	LIS 4905 Directed Independent Study	3	1	3
Fall 1982	LIS 4931 Special Topics in Library Science	3	10	30
<b>TOTALS</b>			<b>11</b>	<b>33</b>

Due to the resignation of Mrs. Dorothy P. Williams the library science course scheduled for the Winter 1983 semester had to be canceled. Library Science Instruction is scheduled to resume in the Fall 1983 semester.



## LIBRARY STAFF as of June 30, 1983

### ADMINISTRATIVE & PROFESSIONAL PERSONNEL

Employee	Date of Hire	Position
Eileen D. Brady	9/20/74	Reference 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
Robert P. Jones	1/14/72	Head, Circulation Department
Diane W. Kazlauskas	1/03/83	Reference Librarian
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	Serials Librarian
Verna P. Urbanski	9/30/77	Assistant Cataloger

### CAREER SERVICE PERSONNEL

Employee	Date of Hire	Position
James E. Alderman	11/01/74	Library Technical Assistant II
David T. Andreasen	6/04/82	Clerk III
Doris Barie	8/31/79	Clerk Typist III
Emily Cook	3/31/80	Library Technical Assistant II (½ time)
Rosalynde Cowdrey	1/07/80	Library Technical Assistant II
Grace Ekins	1/19/79	Library Technical Assistant II
David W. Green	11/01/74	Library Technical Assistant I
Laura A. Karabinis	8/23/77	Library Technical Assistant I
Barbara Laws	10/31/78	Clerk Typist III
Helen R. McGee	11/25/75	Library Technical Assistant I
C. Suzanne Miller	6/11/82	Secretary IV
Carolyn Mobley	6/22/81	Clerk Typist III
Glenda Morris	8/23/74	Library Technical Assistant II
Patty A. Preston	7/07/78	Library Technical Assistant II (½ time)
Peggy B. Pruett	1/10/74	Library Technical Assistant II
Margaret A. Robinson	3/23/81	Library Technical Assistant II
Martha L. Solomon	9/13/71	Library Technical Assistant I
Doris M. Shriver	7/07/76	Library Technical Assistant II
Janice E. Swart	4/22/83	Library Technical Assistant II
Frances L. Taylor	10/08/79	Library Technical Assistant II
Cynthia L. Valentine	2/13/77	Library Technical Assistant I
Maria V. Washburn	7/06/82	Clerk Typist III

## NEW EMPLOYEES — WELCOME ABOARD

During the past fiscal year the following new employees joined the staff: David T. Andreasen, Clerk III, in Circulation; Jan Swart, Library Technical Assistant II, in Reference; Diane Kazlauskas, Reference Librarian in MERC; Suzanne Miller, Secretary IV, in the Director's Office; and Maria V. Washburn, Clerk Typist III, in Technical Services.

## TERMINATIONS — CAREER SERVICE

	Effective Date
Nancy L. Vermeulen	3/14/83
Mary S. Rainey (Aken)	6/06/83

## TERMINATIONS — ADMINISTRATIVE & PROFESSIONAL

	Effective Date
Dorothy P. Williams	12/31/82

## MEMBERS OF THE LIBRARY ADVISORY COMMITTEE as of June 30, 1983

NAME	TITLE	COLLEGE
Mr. John Anderson	Investigator	Police Dept.
Dr. Fred Cole	Associate Professor	Business
Dr. Sally Coltrin	Associate Professor	Business
Mr. Andrew Farkas	Director of Libraries Ex-officio chairman	Library
Dr. Mary L. Grimes	Assistant Professor	Education
Dr. Bruce Gutknecht	Professor	Education
Dr. Kenneth Jennings	Professor	Business
Dr. Satya Pachori	Associate Professor	Arts & Sciences
Dr. Christine Rasche	Associate Professor	Arts & Sciences
Dr. Ron Adams	Assistant Professor	Business
Mr. Jack Nunnery	Student Government President	

The Library Advisory Committee met only once in 1982-83.



## HIGHLIGHTS

### (Travel)

- July 1982 American Libraries Association Annual Convention, Philadelphia, PA (Eileen Brady, Sheila Mangum, Andrew Farkas, Linda Smith, Verna Urbanski)
- July 1982 CAVP Subcommittee on Libraries, Orlando, FL (Andrew Farkas)
- August 1982 Solinet Training Session on the NAD Subsystem, Tampa, FL (Robert P. Jones)
- August 1982 International Federation of Library Associations Conference (IFLA) Montreal, Canada (Andrew Farkas)
- October 1982 Organizational Communication Workshop sponsored by the Florida Chapter of the Special Libraries Association, Winter Park, FL (Sheila Mangum)
- October 1982 Serials Deselection Workshop, Chapel Hill, NC (Vicki Thomas-Stanton)
- October 1982 CLSI product development staff and programming staff meeting for software product definition/specification writing for customizations on the system. Boston, MA (Robert P. Jones)
- November 1982 Online '82 microcomputers in libraries. Atlanta, GA (John Hein)
- November 1982 SOLINET Workshop, Atlanta, GA Conducted by Verna Urbanski
- January 1983 Workshop on Stress Management for librarians, sponsored by the University of South Carolina, College of Library and Information Science. Columbia, SC (Sheila Mangum)
- April 1983 Florida Library Association Meeting. Orlando, FL (Robert P. Jones, John Hein, Sheila Mangum, Vicki Thomas-Stanton)
- April 1983 Health Science OCLC Users Group Annual Conference. Program Speaker and Panel participant. Chapel Hill, N.C. (Verna Urbanski)
- April 1983 Workshop for the Georgia Library Association, Atlanta, GA Conducted by Verna Urbanski
- May 1983 OCLC/Solinet Interlibrary Loan Task Force and Director's voting alternate for the Solinet Annual Membership Meeting, Atlanta, GA (Robert P. Jones)
- May 1983 Eastern Regional Meeting of OCLC Users Group. University of West Florida. Pensacola, FL (Robert P. Jones, John Hein)
- May 1983 Williamsburg Research Center; visit to inquire about the cataloging of special collections. Williamsburg, VA (Linda Smith)

- May 1983 Library of Congress Subject Heading Institute. Washington, DC (Linda Smith)
- June 1983 Special Libraries Association Conference. New Orleans, LA (Sheila Mangum)
- June 1983 SOLINET ILL Task Force — Summary and Recommendations. Tallahassee, FL (Robert P. Jones)
- June 1983 American Library Association Teleconference. Orlando, FL (Linda Smith)



## DISPLAYS 1982-83

Antique bottles and glassware	July, 1982	MERC windows-3rd. floor
Greenpeace Conservationist Ship Visits City — "Help Save The Whales"	July-August	Reference Case
Model of whaleship "The Charles W. Morgan" & book "Lore of the Wreckers" property of Miss Birse Shepard, author, Atlantic Beach.	July-August	Atrium
South American Salute, courtesy of UNF student Teddy Fernandez	August	MERC windows
Labor Day Observance, memorabilia courtesy of Dr. Stephen Shapiro.	September	Reference Case
Samuel Gompers memorabilia courtesy of Mrs. Margaret Bowman, Fernandina Beach.	September	Atrium
Dr. Curtis McCray's inaugural congratulatory certificates.	October	Atrium Reference Case Concourse windows
National Business Women's Week materials courtesy of Jax Business & Professional Women's Club	Oct. 15-23	Atrium
Campus Authors	October	Atrium wallcases
Campus Authors	October	Reference Case
Dr. Ralph Lee Woodward speaks on campus; topic — "Contemporary Central America"	October 25	Reference Case
Costumes — a Halloween observance; courtesy of Professor Elizabeth Kaler, Theatre Arts.	October 25-31	Atrium
Children's Book Week salute; theme "Get Lost in a Book"	November	Reference Case
Thanksgiving — foods and decorations	November	MERC windows
Theatre Arts program "Summer & Smoke"	November	Atrium
Additional Campus Authors	November-December	Atrium wallcases
"Star Trek" invasion; creator Gene Roddenberry visits UNF Campus, Dec. 9th.	December	Atrium MERC windows

Poetess Tess Callagher visits UNF	January	Reference case
“Treasures from the Sea” courtesy of UNF sceretary Betty Graham & Jacksonville Shell Club members.	January-February	MERC windows
Black History Month-Eartha M. M. White display	February	Atrium
UNF Ski-Weekend at Sugar Mt.	February	Reference Case
Annual Delius Festival Observance	March	Atrium
Tennessee Williams memoriam (1911-1983)	February	Reference Case
“Measure for Measure” Theatre Arts production costumes and scenery sketches	March	Atrium wall cases
Easter	April	Atrium
National Library Week and new Library logo	April	Reference Case
Camera Collection of Paul Ladnier, IC	May-June	MERC windows
Distinguished Faculty Award observance	May	Atrium wallcases
“From Scratch Pads and Dreams” UNF’s 10 year history book by Dr. Dan Schafer	May-June	Reference Case
UNF Land Donor’s Display	June	Atrium
Osprey gift statue on loan from Dr. McCray	June	Atrium