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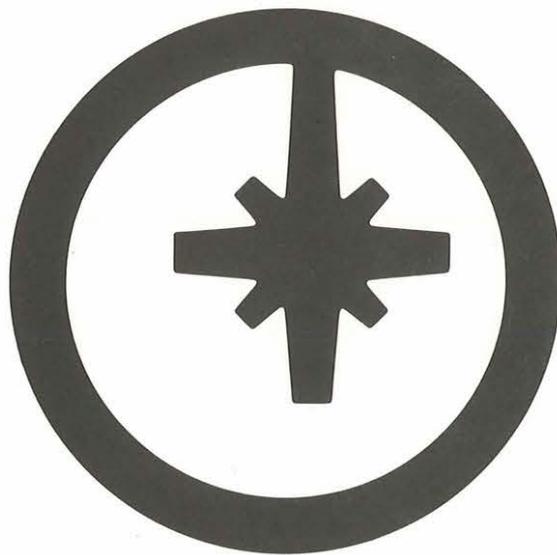
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UNIVERSITY OF NORTH FLORIDA
LIBRARY ANNUAL
REPORT

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**University of North Florida
Library
ANNUAL REPORT
1977-1978**



by
Andrew Farkas
Director of Libraries

Jacksonville, Florida 1978

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INTRODUCTION

The present report, like most of its predecessors, is the composite effort of the library staff at recording for future reference last year's activities on a departmental basis, preceded by a divisional summary. Some minor overlapping and repetition is inevitable and for those instances we must ask for our readers' indulgence. The usual statistical charts support the departmental narratives. Some of these have been revised or reformed from previous years, the most conspicuous change being the omission of the statistical breakdown of our developmental years that preceded the opening of the institution in 1972.

Our 1976-77 Annual Report contained the good news that the State University System Libraries had received an unprecedented infusion of funds in the form of a special allocation of ten million dollars. The allocation was made specifically for the purchase of library materials, their processing and shelving. It was also mentioned that the Board of Regents had actually requested fifty million dollars for its libraries, to be spread over a five year period and it was hoped that this was to be but the first installment of the five year plan. Echoing this sentiment, the Commission on the future of Florida's Public Universities made the following recommendation in their recently published report: "The legislature should continue its \$50,000,000 library improvement program and should fund other learning support services."

The legislature did respond to the plea of the SUS libraries and has approved \$9.7 million for the coming fiscal year, the second installment under the five year plan. We are confident that the special allocation will be renewed in forthcoming years thus enabling the system to bring its libraries to par with comparable educational systems elsewhere in the nation.

In reviewing last year's events it appears that despite the record magnitude of last year's book budget the UNF library has experienced a very busy, but otherwise most routine, most uneventful year. The staff worked very hard to spend the money wisely and to cope with the constant influx of new material. The steady work pace and sustained enthusiasm on the part of all library personnel, but specifically technical services employees, assured that all new materials were processed and the FASTCAT collection (items delayed for cataloging) increased only by a thousand volumes, as opposed to 24,670 volumes added to the collection. The conclusion that can be drawn is that while this book budget may have seemed large in comparison to those of previous years, perhaps this is the appropriate amount this library needs to satisfy all demands for resources and to enable us to carry out our mission: to acquire printed, recorded, taped, filmed or photographed information and disseminate it to interested patrons.

Staff shortages in the public services area, particularly in Reference, have been a mounting problem over the years. The level of staffing has remained constant throughout the library for years and the only relief experienced came in the form of permission granted to hire temporary help for the processing of new material acquired from the disbursement of special allocation funds. Even this additional help was disproportionately less than would normally be required by the tasks to be performed. Too, there has been no increase in Reference personnel while patron demand for services continued to rise. In light of the continuously increasing work load confronting the Reference staff it is becoming imperative that a solution be found to ease the pressure. At the same time our readers have been asking for fuller reference coverage as well as longer library hours, particularly on weekends. Should our enrollment rise noticeably or services expand through increased patron awareness of our existing and newly added resources, the Reference staff would soon be unable to cope with the demands of a larger and more sophisticated clientele. The inevitable result would be the decline or complete deterioration of service.

Another related point of concern is the Downtown Center, scheduled to open in the Fall quarter of 1978. Any prior staff experience with such off-campus arrangements is essentially irrelevant, as both the size and characteristics of the future clientele are unknown, and even the courses to be offered at the Center which have not been firmed up at this time will change from quarter to quarter. Despite a great deal of advance planning that will have gone into the preparation of the Center, the staff will have to respond to library needs at a moment's notice, gaining experience as demands arise. In addition to a basic collection as yet of indeterminate size, a reference "hot line" is planned that will allow students to receive reference help over the phone or to request the transfer of library materials. Daily deliveries will be made possible by a courier service. Of course, students wishing to undertake in-depth research will have to use the resources of the library on campus. Still, a student dependent on the downtown area can always utilize the excellent collections of the Haydon-Burns Library, or the Downtown Campus of Florida Junior College, whose administrators have been kind enough to agree to accommodate our students should they need to use their facilities and resources. The critical first quarter of the Center's operation should give us valuable experience and some indication as to how far off we have been in over- or underestimating the needs. It will also become clear what level of staffing will be needed in the future to handle reference demands and requests for related services. While the Center is being staffed and furnished by the University from existing resources, the merits of the first year's operation are hoped to generate sufficient funding in the future to make the Center substantially self-supporting in terms of staffing and supplies.

One of our previous annual reports recorded that the professional development and continuing education of the library staff has been a

major concern. Although it is not readily apparent to the layman, librarianship is a complex field consisting of many academic and technological components. To keep abreast of the various developments and to acquire applicable non-library knowledge, the practicing librarian must venture outside his own area, physically as well as educationally. Our own staff members have always been encouraged to take courses, to participate in professional organizations and activities, and to attend conferences. In fact, whenever it has been feasible, attendance at conferences, workshops, seminars and the like have been subsidized by the library.

In addition to exploiting these learning opportunities, we also wished to capitalize on those represented by our own faculty. In December 1977, during quarter break, the library staff participated in two management seminars, prepared especially with our needs in mind, conducted by Professors Robert C. Ford and William H. Tomlinson. We found the information gained appropriate and useful in discharging our supervisory and managerial duties. We are grateful to our academic colleagues for their willingness to perform this service for us thereby sacrificing part of their free time during the Christmas recess.

Upon evaluating these brief seminars we found the experience rewarding enough to conclude that we should approach other departments and ask for similar seminars on other topics of interest. At the time of writing we plan to request and participate in a seminar on Crisis Intervention, scheduled again for the quarter break in December.

Resuming the continuing saga of the new library building we are pleased to report that all phases of the work, planning and administrative, have been progressing without complications, on schedule or, in several instances, ahead of schedule. The construction documents that were due on January 18, 1978, were delivered on time. After they had been reviewed by the UNF staff and the Department of General Services and approval was given by both agencies, the project was ready for bidding. Even though the original timetable called for the bidding process to begin in July, permission was sought and obtained to go to bid early thus saving several months of unnecessary delay which, beyond the obvious savings in time, was liable to produce savings in construction costs as well. Bid opening took place on May 31, 1978, and the results were as good as could be hoped for. Four contractors' base proposals came in within budget, but the lowest bidder, Tuttle White Constructors of Altamonte Springs, was able to include all of the six alternates that were to be eliminated had the bids been too high. According to the lowest bid obtained and accepted, the building will cost \$5,063,500 exclusive of furniture. Construction is scheduled to begin on July 17, 1978, and the projected date of substantial completion of the building for occupancy is April 7, 1980. A brief, informal ground breaking ceremony is planned after site preparation begins. Although this will be the third library construction old timers on the staff will live through, it will be a pleasant change to be able to follow the progress of the new building at a comfortable distance - not miles away, as when the

original building was built, and not in the midst of construction activities as when the first addition that doubled our space was constructed.

As we bid farewell in last year's annual report to our departing Academic Vice President, we looked forward to the arrival of his successor with curiosity and the appropriate amount of apprehension that normally accompanies such a major administrative change. Our concerns, fortunately, were unwarranted. Within two weeks after his arrival on campus on March 13, 1978, Vice President John P. Minahan attended the biweekly library staff meeting. In a dialogue that lasted nearly two hours he had outlined his perception of the library's function within the university and the staff's role as an organic part of the educational process. It soon became clear that Dr. Minahan is so familiar with library matters and library problems that he is capable of discussing them in library jargon, rendering the usual explanatory comments superfluous. His views as set forth in the course of the meeting revealed his appreciation of a good library and a good collection, his concern for the economic and professional welfare of a hard-working library staff, and a commitment to the development of a quality collection without which quality education is not possible. We take this opportunity to welcome Dr. Minahan, and we are pleased that his philosophy regarding the library will not necessitate a departure from our procedures but rather that we are expected to continue our operation following the same principles that have made our progress to date possible.

Although the University of North Florida library has always welcomed the in-house use of its resources by anyone, regardless whether the person was or was not affiliated with UNF, we have been occasionally criticized for denying borrowers' privileges to the students of other institutions in the Jacksonville area. The management of such a vast clientele as the potential users of the collective student body of all Duval County institutions would predictably entail service demands far in excess of our staffing and material resources. While we are philosophically committed to serve everyone, and would not only be willing but eager to make our collection and services available to all local residents, the present staff and a basically single-copy collection can barely satisfy existing demands.

Still, it was felt that the possibility of opening up the library to the community should be further explored and costs, procedures, and administrative problems identified. At the request of UNF President T. G. Carpenter the library staff undertook the preparation of a survey document, a project assigned to Robert P. Jones, who, in his capacity of Head, Circulation Department, would be the person primarily confronted with the increased work load such developments would carry. In the course of individual and staff discussions Mr. Jones was given adequate input to enable him to prepare an accessibility study. This document outlines three possible alternatives for opening the college and university libraries to outside users, at the same time making realistic estimates regarding the cost involved if either of the three

alternatives were to be implemented. The study has been submitted to President Carpenter who passed it on to Representative Steve Pajcic, one of the few legislators to take an active interest in the library resources and library services to the community. At his urging the study is being shared with the library directors of the local institutions of higher learning. A meeting is planned for later this Fall to discuss in depth the feasibility and implications of the proposed alternatives, to determine if the costs involved would justify the implementation of any of the three, or, conversely, whether the present arrangement of interlibrary borrowing and lending is a sufficient and expeditious means for the sharing of library resources in Duval County.

In preparation for the reaffirmation of accreditation visit of the Southern Association of Colleges and Schools (SACS) scheduled for 1979 the library was asked to conduct its own self-study. The resulting report is to become a part of the institutional self study document that will be presented to the SACS visiting team. All the librarians were involved in this collective effort, the majority of them in the preparation of the library's own report, others by serving on one of the numerous university-wide self study committees. Although such an undertaking consumes a great number of man hours, the finished document justifies the effort in presenting an administrative unit, in our case the library, and the institution at large with a clear, concise, accurate overview of strengths and weaknesses. It not only shows how well, or poorly, we are fulfilling our obligations, but also how well equipped we are to perform our mission, and in the areas where deficiencies exist, what is needed in terms of equipment, manpower, supplies, or funds to improve these shortcomings. In addition to the clarification of these points, the self study also serves as a means of communication to other units and individuals as well as to the university administration whose sympathetic attention directed at our problems can lead to their eventual elimination.

Our own chapter of the self study, Standard Six, has revealed that (1) our services in general and our accomplishments to date are higher than could be expected of a staff of this size; (2) the collection strength is adequate though needing improvement in several areas; (3) our subscription list and backfile holdings ought to be expanded; (4) longer hours and more extensive reference service is needed; (5) the institution should make an effort to acquire state-of-the-art library automation equipment; finally that (6) by the time the new library building is ready for occupancy, the ground floor of the present structure - the public services areas - will be hopelessly overcrowded dislocating and/or reducing all reader areas to near zero. The new building will be under construction shortly, and none of the other problems and ailments are such that money couldn't cure.

The equipment we could best use and most need is the CLSI Libs 100. This topic is discussed elsewhere in this report. However, it should be mentioned here that a possibility exists that all or most of the SUS libraries will be in a position later this year to acquire it. This

equipment, once installed, could, among many other things, assist us in conducting an automated inventory, dispensing with the extensive use of manpower for this task. Counting on the eventual acquisition of this equipment, we have postponed our biennial inventory until such time when CLSI is installed and operational or after it has become clear that such a purchase cannot be made in the foreseeable future.

To summarize, of the four areas of concern - collection development, staffing, physical facilities, and equipment - two are being solved to general satisfaction. The infusion of special funds, if they continue as anticipated, should take care of our acquisitions concerns in the years that lie immediately ahead. Our space problems, present and still growing, will be eliminated by the completion of the new building. Let us conclude this portion of the report by expressing the hope that the university administration will seek and find ways to ease our great needs for additional staff and state-of-the-art library equipment. It is an intriguing thought, that if these two remaining problems were solved, our library could reach a fully satisfactory level of operation within the first decade of its existence.

Andrew Farkas
Director of Libraries

LIBRARY BUDGET AS PERCENTAGE OF TOTAL UNIVERSITY E&G BUDGET

	1971-1972	1972-1973	1973-1974	1974-1975	1975-1976	1976-1977	1977 Without PECO* Allocation	1978 With PECO Allocation
Total Library Budget	654,458	587,414	748,016	827,781	807,895	646,684	752,270	1,231,548
University E&G Budget	2,571,460	5,487,800	7,368,653	8,313,515	8,679,509	9,086,947	10,056,382	10,535,661
% of E&G Budget represented by Library	25.5	10.7	10.2	10.0	9.3	7.1	7.5	11.7

*PECO - Public Education Capital Outlay; a special state appropriation to university libraries for the sole purpose of acquiring library resources.
UNF realized an appropriation of 479,279.

LIBRARY BUDGETS 1971-1978

	1971-1972	1972-1973	1973-1974	1974-1975	1975-1976	1976-1977	1977 Without PECO* Allocation	1978 With PECO Allocation
TOTAL LIBRARY BUDGET	654,458	587,414	748,016	827,781	807,895	646,684	752,270	1,231,548
Personnel								
Line Item	137,570	232,422	285,392	338,215	380,246	396,847	427,893	427,893
OPS	20,131	22,976	28,843	26,276	23,328	22,022	55,919**	55,919
Total	157,701	255,398	314,235	364,491	403,574	419,869	483,812	483,812
Salaries as % of Total Budget	24.1	43.5	42.0	44.0	50.0	65.0	64.3	39.3
Operating Expense	9,694	23,305	25,360	29,445	34,899	35,751	36,752	36,752
O. E. as % of Total Budget	1.5	4.0	3.4	3.6	4.3	5.5	4.9	3.0
Capital Outlay Other Than Books (OCO)	7,063	2,927	2,085	5,863	17,804	160.0	41,857***	41,857
OCO as % of Total Budget	1.1	0.5	0.3	0.7	2.2	.02	5.6	3.4
Capital Outlay for Books	480,000	305,784	390,000	427,983	352,779	191,405	189,849	669,127
Book OCO as % of Total Budget	73.3	52.1	52.1	51.7	43.7	29.6	25.2	54.3

*Public Education Capital Outlay (PECO), a special state appropriation to university libraries for the sole purpose of acquiring library resources. UNF realized an appropriation of \$479,279.00.

**Of this amount, 34,432 was funded from the book OCO allocation under special circumstances caused by the PECO appropriation requiring additional personnel for processing.

***Of this amount 39,558 was funded from the book OCO allocation under special circumstances caused by the PECO special allocation. Under this agreement, equipment needed for the housing or processing of the large influx of resources could be purchased from book OCO (e.g. shelving and microfilm cabinets); however, it should be pointed out that former budgets have also seen certain capital outlay paid for from book OCO allocations (card catalog cases/SOLINET/OCLC terminals) and, unfortunately the statistics for earlier years presented here do not accurately reflect this fact.

TECHNICAL SERVICES DIVISION

The past year was unquestionably the most satisfying to date for the Technical Services Division. This was so not only for the more obvious reason that an ample budget made it possible to fill most requests for library resources but for another, more subtle, reason. The year was the first during which the division was able to demonstrate a depth and competency of performance while, at the same time, maintaining the efficiency required to handle a very large influx of material. Here are a few of the facts which substantiate this statement: With virtually no increase in staff and with one of its sub-professional members on educational leave, the Acquisitions Department disbursed a record budget; ordered and received over 27,000 items during the fiscal year (not including the receipts of the Serials Section); increased advanced, original cataloging by 30 percent over the previous year; increased the FASTCAT backlog by only one thousand volumes, and this because of an administrative decision to wait for Library of Congress cataloging; and finally, developed no backlog in the filing of catalog cards.

In previous years, it seems our attention was always directed towards one or two problem areas while sacrificing other functions and routines. For instance, if a large cataloging backlog was to be reduced, then no time could be allowed for materials needing original cataloging.

The accomplishments of the past year were possible, I think, for two reasons, in order of importance: a dedicated, stable, and increasingly experienced staff and the now-proven efficiency of the SOLINET/OCLC on-line cataloging system. In regard to the latter, it is totally inconceivable that such a large quantity of material could have been acquired and added to the collections with equal dispatch if we had been operating under the conditions of only three years ago when all procedures were manual and the production of catalog cards was a major burden on the clerical pool.

In regard to staffing, I hasten to point out, lest it be thought that this question is now adequately resolved for the division, that the achievements of the past year were accomplished through the sometimes Herculean efforts of individual staff members. Without naming names for fear of offending through omission, it needs to be pointed out that no small amount of uncompensated overtime, particularly in the Acquisitions and Serials Departments, was donated to the library and the university by a few determined and dedicated staff members. The Cataloging Department benefited from the addition of OPS personnel, both professional and paraprofessional; however, if anything like the same level of operations is to be maintained, a more permanent solution must be found. Unfortunately, the division is to lose 20 hours of professional and 40 hours of clerical help during the coming year.

The year had its disappointments. Once again the Cataloging Department was unable to find enough extra time to complete the retrospective conversion to machine-readable form of the few thousand titles which remain as "snags"; this project has been scheduled for priority treatment for at least the first few months of the coming year. Likewise, the Serials Section has seen another year pass without being able to generate catalog cards for titles in the Periodicals Collection or to make much headway on the retrospective conversion to machine-readable form of all the library's serials. Most disappointing is the failure to see any automation of acquisitions routines, this being related to the more general inability to date to secure the installation of a C.L. Systems, Inc. (CLSI) mini-computer.

The specifics of departmental accomplishments are discussed in the reports of my colleagues which follow. I will herewith conclude my narrative section by noting that the greater part of my contribution to this year's report has been concentrated on the statistical presentations which accompany this section. Work on the statistics was particularly time consuming this year both because certain new presentations have been added and because other older ones have been reorganized. At the beginning of the year, an automated system was implemented as part of the processing system, which accumulates the cataloging statistics, both by cataloger and by library collection. In order to activate the new system, an arduous calculation had to be made of both the titles and volumes in each of the library collections so that the individual counters could be initialized. The system does have some idiosyncracies which will make careful documentation essential for the future; however, it makes statistics-keeping much more accurate and less time-consuming. It is hoped and, indeed, at this point, it looks probable, that next year's statistics will reflect as bountiful and productive a year as the one just concluded.

John Martin Hein
Head, Technical Services

ACQUISITIONS DEPARTMENT

After experiencing our leanest year ever in 1976-1977, it was with great anticipation that we entered the 1977-1978 fiscal year. In order to alleviate State University System Library deficiencies, the Florida Legislature appropriated an extra \$10,000,000 for the first year's funding of what is hoped will be a five year special library enhancement program.

The special allocation couldn't have come at a more appropriate time. As a relatively new Library we had been the recipient of sizeable developmental budgets. However, we had reached the point where our share of the regular SUS appropriation for library materials was determined by a special formula consisting of several components, not the least of which were size of student body and faculty, level of academic programs, and size of existing collection. Since we had generous developmental budgets, but hadn't experienced significant increases in enrollment, our collection was not considered seriously deficient. According to formula funding, UNF's share of the \$4,700,000 regular Book OCO allocation was only \$253,869. However, our share of the special \$10,000,000 allocation was an additional \$479,279, giving the library some \$733,000 for materials and processing costs.

News of the extra allocation resulted in a flood of order requests from the faculty, and, as usual, there were more requests than dollars. Priorities were established to assure support for new master's programs in accounting and mathematics and undergraduate programs in nursing and technology, for heavily used areas such as the Curriculum Collection, for Transportation, our Program of Distinction, and for areas where marked deficiencies existed, such as music scores and major literary works. Enlarging our subscription list and obtaining appropriate backfiles as well as beginning an audiovisual collection were also considered priorities.

Because our funds were substantially cut back in 1976-1977, the Acquisitions Department had a considerable backlog of requests, many of which were ready to be ordered almost immediately. In some cases the Library had enough requests for a publisher's material to receive lucrative discounts. Our approval program with Ballen Booksellers had been cut off in December 1976, but the company continued to provide selection slips in lieu of books for all titles treated on the program. Thus we were able to submit prepared slips for all retrospective titles desired with a minimum of clerical work and delay.

Numerous standing orders with Baker & Taylor had been cancelled in 1976 because of that vendor's poor performance. Because of the budget crunch they were not submitted to Ballen until this year. Both retrospective and current volumes were acquired. We also decided to

enlarge our subscription list somewhat, primarily to support newer academic programs. Orders from the past two years, plus new requests, resulted in the acquisition of over 200 new subscriptions. The Library has always taken a cautious approach to continuing obligations, however, and will try to keep them from absorbing more than 50% of regular book OCO.

In order to facilitate claiming and bookkeeping, the decision was made to transfer as many direct subscriptions as possible to Faxon, our major periodicals vendor. Foreign orders previously placed with Swets were also transferred to the Faxon list, after price comparisons were made. Our microfilm subscription list was expanded and current orders with University Microfilms International were placed on a subscription account.

Acquisition of journal backfiles, long overdue, resulted in 1850 volumes added to the collection. Desiderata lists were extracted from the Serials Record and sent to backfile dealers. Quotations were carefully compared before placing orders, revealing a surprising range of prices and considerable savings to the Library. Over 300 rolls of film, representing backfiles not available or too highly priced in hard copy, further expanded the journal holdings.

One of the Library's major purchases was Newsbank, a microfiche collection of urban and public affairs articles from major U.S. newspapers. Filmed and indexed monthly, the service provides timely access to topics of current concern. We acquired the complete backfile from 1970-78 and now maintain a current subscription. A sister collection, Newsbank Review of the Arts, 1975-78, completes the file. The broad coverage makes Newsbank an excellent research tool and useful addition to the collection.

At the request of the Fine Arts Department a project was initiated to begin the acquisition of the collected works of the major composers. Because very little money had been expended on scores in recent years, a substantial investment was made during the past year, and over \$13,000 was devoted to the project.

A noteworthy addition to the Curriculum Collection was the Rand-McNally Science Curriculum Improvement Study Program. This new biological lab program was purchased as a major teacher training tool at the elementary school level. Many other multi-media kits were added to the collection, on subjects ranging from metrics to art education.

There are still many requests which have yet to be filled. Many are in a desiderata file and will be purchased as soon as funds permit.

Others are still being searched and verified. Included among these are a number of film and multimedia titles. Actually, the library spent some \$46,000 on audiovisual materials this year. It was, however, a relatively new area of involvement for us and we lacked purchasing expertise in this field. State restrictions as to dollar amounts which could be spent with publishers and vendors not on the approved ICOP (Interinstitutional Committee on Purchasing) List and unacceptable licensing restrictions were among the problems we had to cope with which sometimes resulted in purchasing delays. In addition, President Carpenter and the Library Advisory Committee recommended that requests costing \$250 or more per unit be justified in writing. This meant Acquisitions had to verify prices in advance to determine if justifications were needed, as well as to make sure we complied with state purchasing regulations.

In spite of the greatly increased workload (compared to 1976-77, funds quadrupled and requests tripled), there was no increase in Acquisitions staff other than two additional College Work Study Program students to help with the physical processing. Our staff was more than equal to the challenge presented by the enlarged budget. The serials section staff remained stable. Half-time Clerk Typist III Martha Lane was upgraded to an LTA I and half-time LTA II Glenda Morris transferred the other half of her job assignment to serials and became a full time employee of that section. They all worked diligently to provide the necessary additions to the serials record and magnadex. Revisions to the serials record program resulted in title listing by either vendor or purchase order number, making claiming more efficient.

There was some turnover in the monographic section, with veteran LTA II Richard Silva being granted an educational leave for the 1977-78 academic year. Since his line item could only be filled on a temporary basis, we experienced considerable turnover, with three different people holding that position at one time or another. Half-time Clerk Typist II Thelma Parker accepted a promotion outside the Library and was replaced by Laura Ackermann.

The pace was hectic but the work was both challenging and rewarding, providing everyone with a sense of accomplishment as we realized our goal of disbursing the entire allocation within the fiscal year. Selection was possibly easier for us than for some of our sister institutions due to the relative youth of UNF. We are eagerly awaiting the second installment of the special allocation.

Sheila Mangum
Acquisitions Librarian

Victoria Thomas
Serials Librarian

CATALOGING DEPARTMENT

The primary factor affecting the work of the Cataloging Department for 1977-1978 was the substantial increase in the library's acquisitions budget. The significant increase in the flow of incoming materials dictated that priority be given to a rapid and efficient handling of current acquisitions. During the course of the year, the Department cataloged 15,627 monographic titles, handling 21,004 volumes. Despite the influx of new monographs, the FASTCAT collection (those items deferred from immediate cataloging) was kept to the minimal figure of 5,428 volumes. This high level of performance was made possible primarily by the efficient and enthusiastic use of the automated cataloging system by all staff members. Specifically, in the area of new imprints, the use of CIP records (Cataloging-in-Publication) greatly facilitated the cataloging of books received through the approval program.

As a matter of necessity, the sharp increase in current cataloging caused the work on retrospective conversion of problem titles to be deferred. There are approximately 7,035 of these monographic titles for which accurate cataloging copy has yet to be converted to machine-readable form. With due consideration to the probable continuation of a high level of acquisitions, planning is underway to incorporate these "snag" titles into a routine departmental operation so that at least a minimal level of continuous activity in this area will be possible.

With regard to maintaining and improving the bibliographic control of the collection, a balance of current work and long range planning is developing. Maintenance of the card catalogs continues, particularly in the subject authority system. The initial project to establish an up-to-date authority list of headings, incorporating the filing of "see" cross references in the catalog was completed. Work on the correction of outdated headings and procedures for the continuous updating of the master authority list are now integrated routines in departmental operations. A series decision authority file was also completed during the year, all retrospective series problems were resolved, and series added entries transferred to the public catalogs.

Concurrently, in terms of long range planning for bibliographic control of the collection, emphasis is shifting to considerations of "closing" the card files and concentrating work on the creation and maintenance of an automated authority system. The current manual authority files such as the subject heading list will provide the foundation for the automated system.

As to overall departmental organization, the major trend worth noting is a shift in the responsibilities of clerical positions in relation to the workflow. In lieu of typing, the clerk-typists are taking on the inputting of new records into the on-line system and some preliminary searching on the terminal for certain categories of materials. They are also being integrated in traditional search activities using the printed catalogs. The increasing responsibility placed on the head of the typing pool, both in terms of a greater variety of technical duties and training of other clerical personnel, was reflected in the upgrading of this position from a Clerk-Typist III to a Library Technical Assistant I.

In other personnel changes, the Department was fortunate in recruiting two very capable professionals in a complete turnover of professional staff. Ms. Mack left the Department to be married and moved to another city and Ms. Owens returned to school full time. In July, Mrs. Angela Randtke, from the University of Georgia, Athens, joined the staff. A veteran of seven years experience, Mrs. Randtke has brought a high standard of technical expertise to the department. She has begun to serve as technical resource person for cataloging questions, has taken over all original cataloging and supervision of the clerical-typing pool. In September, Mrs. Verna Urbanski came to the department as a recent graduate of the library school at the State University of New York at Albany. She contributed several years of paraprofessional experience, particularly in the area of cataloging non-print materials. She has been placed in charge of the cataloging operations related to the Curriculum Collection. She is also supervisor of the library technical assistants who function as paraprofessional catalogers.

Upon completion of the series decision authority file, the department lost the services of Mrs. Eileen Brady, who went full-time to the reference staff. However, in September, Mrs. Cay Thomas, who received her professional degree from Southern State Connecticut College, was recruited as an OPS employee, and her very satisfactory performance contributed significantly to maintaining the high volume of the work.

The Department looks forward in the coming year to many new and challenging activities brought about through technological improvements in overall Library operations. In terms of immediate goals, the cataloging workflow will continue to incorporate a high volume of current acquisitions. The FASTCAT collection will grow to a certain extent as the conversion to machine-readable form of the remaining problem titles is completed.

Linda L. Smith
Head, Cataloging Department

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department: Book OCO Expenditures by Fund 1972-1978

Fund	Description	1972-73	1973-74	1974-75	1975-76	1976-77	1977-78
0100	Commercial Binding	17,151.59	19,036.58	18,533.07	22,290.66	11,077.89	22,382.21
0200	Freight, Postage & Handling	1,836.01	1,274.26	4,568.42	3,573.76	2,655.67	6,576.23
0300*	Processing/Cataloging	14,744.05	16,234.04	45,397.16	24,139.14	3,508.45	46,071.71
1000	Firm Book Orders (Monographs)	82,434.54	79,881.26	111,300.36	51,913.90	23,096.91	142,082.01
1100	Curriculum Collection Materials	1,487.86	2,073.34	501.14	930.55	1,548.52	19,257.22
1600	Microform Subscriptions	4,626.75	6,789.84	4,301.60	9,309.54	8,142.50	12,236.00
1650	Microform Backfiles	NKY	19,173.19	41,317.69	23,161.43	750.50	15,726.60
1900	Music Scores	1,487.65	-0-	-0-	500.00	-0-	13,363.74
2000	Serials Backfiles	28,257.03	25,949.93	30,222.16	4,889.19	2,319.25	47,202.37
2100	Serials Subscriptions	27,973.30	46,542.47	67,045.58	69,341.94	72,896.44	82,619.36
2200	Newspaper Subscriptions	785.45	1,219.16	1,457.00	2,003.91	1,588.93	1,604.94
2300	Legal/Business Services	NKY	NKY	NKY	NKY	NKY	10,232.84
3000	Serials Standing Orders	5,479.28	10,529.03	14,771.36	18,938.19	11,176.09	17,400.75
4000	Approval Books	118,019.54	139,747.54	72,422.46	111,907.59	52,189.73	183,425.24
6000	Documents	NKY	12,306.06	13,130.35	2,080.00	455.00	6,928.70
9000	Audio-Visual Materials	1,500.95	9,243.30	3,015.05	7,800.00	-0-	45,872.57
	TOTAL	305,784.00	390,000.00	427,983.40	427,983.40	352,779.80	672,982.49

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

*From 1974/75 to date this fund includes all SOLINET/OCLC expenditures, membership included. The disbursement for 1976/77 was inordinately small because sufficient funds were already on prepaid deposit from the previous year to cover the bulk of the year's charges. The amount for 1977/78 includes \$14,000.00 for Tattletape detection strips.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department 1977-78 Budget Disbursements

Source of Revenue Fund & Description	General Revenue Book OCO	Special PECO Allocation	Federal HEW Grant	Patron Reimburse- ments for lost books	TOTAL
0100 Commercial Binding	6,974.74	15,407.47			22,382.21
0200 Freight, Postage	1,268.15	5,308.08			6,576.23
0300 Cataloging/Processing*	46,071.71	-0-			46,071.71
1000 Firm Book Orders	25,048.37	112,474.83	3,854.68	704.13	142,082.01
1100 Curriculum Materials	2,954.49	16,302.73			19,257.22
1600 Microform Subscriptions	3,884.00	8,352.00			12,236.00
1650 Microform Backfiles	74.60	15,652.00			15,726.60
1900 Music Scores	538.80	12,824.94			13,363.74
2000 Serials Backfiles	14,215.21	32,987.16			47,202.37
2100 Serials Subscriptions	9,374.48	73,244.88			82,619.36
2200 Newspaper Subscriptions	1,342.94	262.00			1,604.94
2300 Legal/Business Services	4,541.84	5,691.00			10,232.84
3000 Serials Standing Orders	5,810.02	11,590.73			17,400.75
4000 Approval Books	63,440.32	119,984.92			183,425.24
6000 Documents	673.70	6,255.00			6,928.70
9000 Audio-Visual	2,931.35	42,941.22			45,872.57
SUBTOTAL	189,848.85	479,278.96	3,854.68	704.13	672,982.49
OPS Personnel	34,432.27	-0-	-0-	-0-	34,432.27
OCO Equipment**	39,558.45	-0-	-0-	-0-	39,558.45
SUBTOTAL	73,990.72	-0-	-0-	-0-	73,990.72
TOTAL	263,135.44	479,278.96	3,854.68	704.13	746,973.57
Balance	-0-	.04	.32	-0-	.36

*Cataloging/Processing
Solinet/OCLC \$32,071.71
Tattletape detection strips
\$14,000.00

** Equipment
Fiche Cabinets,
\$1,341.00 Film Cabinets,
\$2,617.93. Tattletape
hardware, \$13,255.00
Card Catalog Cabinets,
\$7,480.00

Shelving, \$11,772.61
Texas Instruments
Printer, \$2,035.00
Map Cabinet, \$951.75
Magnetex Tray,
\$104.66

UNIVERSITY OF NORTH FLORIDA LIBRARY
Library Inventory 1972-1978

	1972-1973	1973-74	1974-75	1975-76	1976-77	1977-78
Main Resources						
Beginning Inventory	86,000	109,507	127,710	148,709	169,304	182,853
Units Added	27,316	21,773	20,999	20,595	13,636	24,670
Units Lost or Withdrawn	-0-	(3,570)	-0-	-0-	(87)	(744)
Ending Inventory	109,507	127,710	148,709	169,304	182,853	206,779
Other Resources						
Beginning Inventory	3,856	16,230	26,563	39,405	71,143	83,664
Units Added	12,374	10,333	12,842	31,738	12,521	25,536
Units Withdrawn	-0-	-0-	-0-	-0-	-0-	(4,081)
Ending Inventory	16,230	26,563	39,405	71,143	83,664	105,119
Total Collection Strength	125,737	154,273	188,114	240,447	266,517	311,898
Volumes in Process (FASTCAT)	3,809	14,384	15,373	9,487	4,470	5,428

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

The year's acquisitions included 10,757 volumes on approval, 9,271 firm ordered, 583 curriculum sets, and 786 gifts of which 573 were retained.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Collection Inventory 1977–1978 Volumes

MAIN RESOURCES	Hard Copy				Microfilm			Microfiche				TOTALS
	7/1/77	+	-	6/30/78	7/1/77	+	6/30/78	7/1/77	+	6/30/78	÷8	
General Collection	140,503	18,683	(131)	159,055	15	49	64	108	-	108	14	159,133
Bibliography	552	38	(1)	589	-	-	-	-	-	-	-	589
Documents (LC)	91	24	-	115	147	17	164	-	-	-	-	279
Index/Abstract	2,950	310	-	3,260	3	-	3	-	-	-	-	3,263
Map/Atlas	53	20	(2)	71	-	-	-	-	-	-	-	71
Oversize	327	69	(8)	388	-	-	-	-	-	-	-	388
Periodicals	20,144	3,062	-	23,206	9,856	563 ¹	10,419	8	59	67	8	33,633
Reference	7,923	1,388	(399)	8,912	-	155	155	-	-	-	-	9,067
Special	274	82	-	356	-	-	-	-	-	-	-	356
TOTAL	172,817	23,676	(541)	195,952	10,021	784	10,805	116	59	175	22	206,779
OTHER RESOURCES												
Annual Reports ²	-	7,190	-	7,190	-	-	-	-	1,243	1,243	155	7,345
College Catalogs	1,750	-	(550)	1,200	-	-	-	-	3,500	3,500	438	1,638
Curriculum ³	3,884	469	(3,531)	822	-	-	-	-	202	202	25	847
Documents (Su Doc) ⁴	52,260	9,854	-	62,114	-	1,176	1,176	-	17,416	17,416	2,177	65,467
ERIC	-	-	-	-	-	-	-	179,659	18,143	197,802	24,725	24,725
Maps	1,824	112	-	1,936	-	-	-	-	-	-	-	1,936
Music Scores	1,239	206	-	1,445	-	-	-	-	-	-	-	1,445
Newsbank	-	-	-	-	-	-	-	-	11,164	11,164	1,396	1,396
Telephone Dir.	250	70	-	320	-	-	-	-	-	-	-	320
TOTAL	61,207	17,901	(4,081)	75,027	-	1,176	1,176	179,659	51,668	231,327	28,916	105,119

¹ Gross added reels to Periodicals collection was 766. 203 reels of Federal register, erroneously included in previous years, has been deducted.

² Annual reports are here being reported for the first time even though the collection has been accumulating for the past several years.

³ The Curriculum Collection was extensively reorganized in 1977/78 resulting in the weeding of 3,531. Some of these same volumes are being re-added to the collection after re-classification.

⁴ Documents microforms have been inventoried and included for the first time in the present report.

UNIVERSITY OF NORTH FLORIDA LIBRARY

Collection Inventory 1977-78					TITLES
MAIN RESOURCES	On Hand 7/1/77	Added	Withdrew	On Hand 6/30/78	
General Collection	129,251	13,417	(131)	142,537 ¹	
Bibliography	33	10	—	40	
Documents (LC)	44	10	—	54 ²	
Index/Abstract	106	50	—	156	
Map/Atlas	51	19	(2)	68	
Oversize	303	62	(8)	357	
Periodicals	1,960	279	—	2,239 ³	
Reference	3,069	462	(138)	3,393	
Special	193	75	—	268	
Total	135,010	14,384 ⁶	(279)	149,112 ⁴	
OTHER RESOURCES					
Annual Reports	—	2,384	—	2,384	
College Catalogs	N.C.	—	—	—	
Curriculum	1,573	360	(1,235)	698 ⁵	
Documents (Su Doc)	N.C.	—	—	—	
ERIC	N.C.	—	—	—	
Maps	N.C.	—	—	—	
Music Scores	—	883	—	883	
Newsbank	N.C.	—	—	—	
Telephone Dir.	N.C.	—	—	—	

NC = Not counted by title.

¹ Includes 16 titles on microform, 11 microfiche.

² Includes 3 titles on microform.

³ Includes 1 title on microfilm.

⁴ Of which 3,787 are serials.

⁵ Includes 1 title on microfiche.

⁶ Of which 1,168 titles represent original cataloging, 1,328 modified LC cataloging, and 11,888 unmodified LC cataloging.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department
Serials Section

	Previous Totals	1977-1978	Totals To Date
SUBSCRIPTIONS:			
Newspapers	20	0	20
Periodicals	1701	184	1885
Business & Legal Services	95	22	117
Microfilm	57	14	71
Free/Gift	90	4	94
Depository (Gov't. Docs.)	16	30	46
			2233
STANDING ORDERS	258	73	331
			2564

BINDERY STATISTICS – Volumes	1977-78
Books	831
Perodicals	3,497

CHECK-IN: During the year 20,845 individual issues, 1850 complete backfile volumes, 957 microfilm reels, and 31,958 pieces of microfiche were checked.
In addition, 3,270 periodical issues were received as gifts of which 670 were retained.

PUBLIC SERVICES

As our statistics indicate, demands for the services provided by the Public Services division of the library increased tremendously during the 1977-78 fiscal year. In addition to serving the needs of our own clientele a recent survey conducted by the Reference staff showed that our clientele includes an increasing number of off-campus users including a large percentage of high school students and residents of Duval and neighboring counties.

Computer search services had a great impact on the Reference Department and on the extent and manner in which it can provide reader assistance. Robert P. Jones, Head of the Circulation Department and a former Reference staff member, trained the Reference staff to do computer searches. In addition, he was instrumental in devising a cost efficient package that makes a computer search affordable for the average library patron. As an extension of reference services the staff continued to generate subject bibliographies on timely topics or responding to curricular needs and faculty requests.

The Documents Department now has the capability to search the OCLC data base for U.S. government documents. Initially, it was thought that this method could be eventually used for cataloging all federal documents. However, this idea had to be abandoned for the present due to the extensive time lapse it takes for cataloging data to become available on the data base in relation to the rate of delivery from the Government Printing Office. Nonetheless, access to cataloging data in this format has been of great assistance to the Documents Department. It also deserves mentioning that the recently formed Documents Caucus of the Florida Library Association was organized at the Association's annual conference in May 1978 by Bruce Latimer, Head of the Documents Department, who also became the Caucus' first president.

The Circulation Department, traditionally entrusted with building security and inventory control, has taken major steps to tighten library security in general. A new, sophisticated alarm system has been installed that provides full security for the building and its contents. We were also able to purchase Tattle Tape, an electronic detection device marketed by the 3M Company. The general collection is now being treated by the Circulation Department while the various subcollections - periodicals, reference, etc. - are processed by the various departments responsible for their maintenance.

The library's compliance with various regulatory codes, Section 504 of the Rehabilitation Act of 1973 and Public Law 94-553, the copyright law, was also assigned to Robert Jones. In respect of the former, Mr. Jones worked closely with the University's Advisory Committee on the Handicapped to ensure that the Library was in compliance with the law. Regarding the latter, he developed a

comprehensive program designed to inform our patrons about the provisions of the copyright law that became effective on January 1, 1978.

The various reports that follow will outline in greater detail the accomplishments of each department during 1977-78.

Dorothy Payne Williams
Assistant Director for Public Services

CIRCULATION DEPARTMENT

The following section reports reflect an enthusiastic attitude and demonstrate a remarkable continuity of quality service for the 1977-78 fiscal year in the face of increased work loads and stagnant O.P.S. budgets which buy fewer man hours. This has been accomplished through restructuring, personnel reclassifications, more coordination, and distribution of authority and responsibility to departmental supervisory personnel.

Full-time staffing has remained virtually unchanged over the past fiscal year with the exception of the conversion of a Clerk III position to a Library Technical Assistant I. We welcome David Green, former part-time weekend and night supervisor, to the full-time staff as Head of Stack Maintenance. His effectiveness has already been felt and has provided existing staff with a welcome relief from an overload of responsibilities and duties.

Under Mr. Rogerson, the Circulation Section accomplished more supervisory coordination and cohesion. Mr. Alderman, Head of Reserve Processing, has done a commendable job in implementing the copyright law, writing for permissions, providing feedback statistics, and generally administering the Reserve Collection. Mrs. Pruett, Head of Interlibrary Loans, continues to provide prompt and efficient service in the face of steadily increasing interlibrary loan volume and is making the preparations to accommodate an expected major increase in photocopy requests of UNF, prompted by this library's planned entering of periodicals and serials holdings on the OCLC system. The Systems Section, under the direction of Robert P. Jones, Circulation/Systems Librarian, has enjoyed a positive philosophical focus and has expanded services not only to patrons but to library staff.

During the upcoming fiscal year, we hope to acquire, install, implement, and interface CLSI as our library management computer-based system, finish our implementation of Tattle-Tape, interface and administer the Downtown Center Library, revise the library's lending code, and revise the departmental manuals. We look forward to the coming year with renewed enthusiasm and positive anticipation of further automation and expanded services.

Robert P. Jones
Circulation/Systems Librarian

CIRCULATION DEPARTMENT
SUMMARY STATISTICS
1977/1978

CIRCULATION

Circulation-Regular	227,486
Circulation-Reserve	16,521
Circulation-Total	244,007
Special Permits Issued	831

RESERVE SECTION

Items on Reserve	4,660
Average items per quarter	1,579

INTERLIBRARY LOAN (FILLED REQUESTS)

Supplied-Books	1,605
Supplied-Photocopies	130
Supplied-Total	1,735
Requested-Books	467
Requested-Photocopies	773
Requested-Total	1,240
Transaction Totals (Filled and Unfilled)	
UNF as the requestor	1,735
UNF as the supplier	1,980
Grand Total	3,715

GRANT SUPPORT (LSCA, INTERLIBRARY COOPERATION) \$ 1,479.00

HOURS OPEN PER TYPICAL WEEK 82

TOTAL DAYS OPEN PER TYPICAL WEEK 7

TEMPORARY ASSISTANCE EXPENDITURES

Student Assistants-Regular	\$27,124.95
Student Assistants-Special Allocation	7,284.19
Student Assistants-CWSP	18,355.70
Other Classifications-Special Allocation	19,716.91

CIRCULATION SECTION

The 1977-78 fiscal year was basically a year of maintenance as we continued to provide good circulation services through our well-trained supervisory and student assistant staff and heavy reliance on sound policies and well-defined procedures. In order to improve our services to the university community we instituted a rotating supervisory desk schedule and quarter break student assistant retraining program. Our heavy reliance on a smaller, more dependable student assistant staff was offset somewhat by the benefits of an increased minimum wage.

Maintenance of two of the Circulation Department's three major objectives, to provide an automated system which expedites circulation with a minimum of inconvenience to patrons and to ensure the accuracy of circulation records, might be called into question due to our continued problems with the continually malfunctioning Mohawk Data Collection System. We are still plagued by faulty terminal logic, terminal readers malfunctioning, and tape drive problems. To partially offset these problems we have been able to provide manual services, especially in areas requiring detailed searches and double checking of accounts receivable audit trails. Utilizing a new separate clearing account, accounts receivable audit trails, accountability, and administration have been effectively strengthened in spite of our circulation system problems. With the projected state-wide acceptance of the automated circulation system designed by CLSI and our projected receipt of the system by the second half of next year, we feel that our data collection problems will be solved.

Circulation statistics showed an overall increase despite decreased student enrollment. Sections showing the heaviest usage were education, accounting for 13.5% of total circulation, economics, at 10.5%, sociology, at 9%, and curriculum, at 6%. Due to an increased demand on our leisure reading collection we have expanded this rental collection from 400 to 600 volumes and removed restrictions limiting the number of these books that a patron can check out.

The library recently purchased a door security alarm system which has as its emphasis total library security. This system not only prevents book theft but equipment theft as well. In the first month of its operation the system was violated and library abuse prevented on an average of two times per day.

Further enhancement of library security has been effected with the purchase and installation of the 3-M Company's Tattle-Tape book detection system. Several book detection systems were evaluated before the library decided upon the 3-M system. This particular system is widely used in college libraries across the country and has a record of reliability. Not only has Tattle-Tape helped in stopping book theft but it has relieved our student assistant staff from manning a check station. The check station has been a source of friction with patrons in the past. With Tattle-Tape we no longer check an individual's personal belongings for non-checked out library materials, thus improving public relations.

With increasing community awareness of the library's many services, work loads have continued to increase. Despite this greater drain on our personnel we are still able to maintain an operating schedule of 82 hours per week, seven days a week.

Richard A. Rogerson
Head, Circulation Section

CIRCULATION - LIBRARY COLLECTIONS

	Manual Transactions	Automated Transactions	In Library Use
GENERAL COLLECTION	-0-	92,130	75,226
RESERVE COLLECTION	-0-	16,521	
DOCUMENTS COLLECTION	601		
PERIODICALS & SPECIAL COLLECTIONS	<u>-0-</u>	<u> </u>	<u>59,529</u>
TOTALS	601	108,651	134,755
TOTAL CIRCULATION - ALL COLLECTIONS			244,007

CIRCULATION TRANSACTIONS
(CIRCULATION DEPARTMENT)

	<u>1972- 1973</u>	<u>1973- 1974</u>	<u>1974- 1975</u>	<u>1975- 1976</u>	<u>1976- 1977</u>	<u>1977- 1978</u>
Manual Transactions	-0-	10,911	3,550	533	297	601
Regular	26,567	42,596	98,437	77,894	92,209	92,130
In Library Use	17,261	35,128	45,282	87,095	111,822	134,755
Reserve Transactions	9,900	14,416	20,889	22,912	21,853	16,521
Still in Circulation	<u>-0-</u>	<u>3,871</u>	<u>2,966</u>	<u>5,147</u>	<u>*</u>	<u>*</u>
TOTALS	53,728	106,922	171,124	193,581	226,181	224,007

* This figure is included in the Regular Transactions figure.

SPECIAL PERMIT LIBRARY CARDS
1977-1978

PATRONS ISSUED CARDS	750
PATRONS DENIED CARDS	81

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

		CIRCULATION	PERCENTAGE
A--AZ	General Works	69	.075
B--BD, BH, BJ	Philosophy	1107	1.202
BF	Psychology	4911	5.331
BL--BX	Religion	1231	1.336
C--D	History	1012	1.098
DA	History--Great Britain	331	.359
DB--DR	History--Europe	860	.933
DS--DT	History--Asia, Africa	1459	1.584
DU--DZ	History--Australia, Oceania	48	.052
E	History--U.S.--General	2025	2.198
F	History--Canada, Latin America	955	1.037
G--GC	Geography	187	.203
GF--GT	Anthropology	455	.494
GV	Sports	1685	1.829
H--HA	Social Sciences	627	.681
HB-HJ	Economics	9751	10.584
HM--HX	Sociology	8041	8.728
J	Political Science	1219	1.323
K	Law	860	.933
L	Education	12514	13.583
M	Music	1281	1.390
N	Art and Architecture	3722	4.040
P	Philology, Linguistics	295	.320
PA	Classics	171	.186
PB--PD	Modern European Languages	26	.028
PE	English Language	250	.271
PF--PL, PM	German, Slavic, Oriental Languages	299	.325
PN	Literature--General	1465	1.590
PQ	Romance Literature	464	.504
PR--PS	English and American Literature	5825	6.323
PT	Germanic Literature	239	.259
PZ	Fiction and Juvenile	4	.004
Q	Science--General	883	.958
QA	Mathematics	2333	2.532
QB	Astronomy	188	.204
QC	Physics	377	.409
QD	Chemistry	467	.507
QE	Geology	91	.099
QH--QR	Life Sciences	1899	2.061
R	Medicine	6648	7.216
S	Agriculture	388	.421
T	Engineering and Technology	4011	4.354
U--V	Military and Naval Sciences	322	.350
Z	Bibliography	777	.843
OTHER	Curriculum	5670	6.154
	Leisure	4642	5.039
	Other	46	.050
		TOTAL	92130
			100.000

IN LIBRARY CIRCULATION

MONTH	MONOGRAPHS		SERIALS		COMBINED Pick-Ups
	Pick-Ups	Daily Average	Pick-Ups	Daily Average	
JULY	3,293	106	5,906	190	9,199
AUG	2,665	86	3,786	122	6,451
SEPT	1,399	46	3,375	113	4,774
OCT	4,440	143	5,767	186	10,207
NOV	4,227	141	6,345	212	10,572
DEC	1,293	42	2,635	85	3,928
JAN	3,743	121	5,501	177	9,244
FEB	5,713	204	6,939	248	12,652
MAR	4,724	152	5,259	170	9,983
APR	5,293	176	6,394	213	11,687
MAY	4,427	143	6,591	213	11,018
JUNE	2,313	77	1,031	34	3,344
OTHER	31,696*				
TOTALS	75,226		59,529		134,755

Average monthly circulation

MONOGRAPHS	SERIALS	COMBINED
6,269	4,961	11,230

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

STACK MAINTENANCE SECTION

With the reclassification of a Clerk III position to a Library Technical Assistant I we have confronted the problem of stack and building maintenance, previously receiving a lower priority than public contact services. This new position has enabled one person to deal directly with the problem of stacks and building maintenance and likewise has freed other members of the Circulation Department to deal more exclusively with their own specialized areas. The hours designated for this position are from 12:00 noon to 8:00 p.m., thus creating a supervisory bridge between the daytime and evening shifts and facilitating the exchange of information and policy implementation between the two shifts.

The work required to maintain the stacks in optimal condition is dictated by the areas of highest usage by patrons: education, economics, sociology, literature, medicine, psychology, and fine arts. The student assistants, whose primary duties are the reshelving of books and working at the circulation desk, are trained jointly by the Head of Stacks Maintenance and the Head of the Circulation Section. Under the supervision of the Head of Stacks Maintenance, they also spend a week during every quarter break ensuring that the books are shelved in proper order (shelf reading). This quarterly reading of the shelves not only ensures that patrons will find the books in their proper locations, but also facilitates the various searching functions conducted by the Circulation Department.

The increase of newly acquired books, especially in the science and business areas, necessitated the periodic construction of new shelving. In August and September, thirty-four new sections were added to these areas of the stacks, greatly relieving the problem of overcrowding and providing for an increase in excess of 10,000 volumes.

Student and faculty use of the hold/search/book reservation request has continued to increase during the past fiscal year. Completion of this form by the patron initiates a search for a missing book, or in the case of a book that is checked out, prevents the borrower from renewing it. The fact that such requests are more numerous can be attributed to the fact that there is more activity in the library and needed books may be involved in the pick-up routine or misshelved. The quarterly shelf reading helps reduce this problem.

A new form, the stack page request, was developed in June, 1978, and is intended to supplement telephone reference service and accommodate the physically handicapped by providing an hourly book paging service.

Both of these processes are expected to receive heavier usage with the opening of the Downtown Center since this department will be absorbing the replication of the Circulation Department functions at the Center.

The past fiscal year also saw a heavy increase in the number of special permits issued, an increase of 80.65% over the past year. This increase can be attributed in part to the number of recent UNF graduates seeking

continuation of borrowing privileges after graduation and also to the fact that local researchers are more aware of the availability of UNF Library resources.

With the purchase of Tattle-Tape, the Head of Stack Maintenance was given the responsibility of coordinating and overseeing conversion of the library's entire collection. While installation of the system hardware by 3-M Company representatives consumed only two days, conversion of the collection is expected to be a much more lengthy process. Beginning in April, the original estimate of 12 weeks installation time has already been exceeded and conversion continues to be an ongoing process as new acquisitions add to the quantity of volumes to be treated. We estimate that the system will pay for itself in the first year of operation in personnel savings and book replacement costs.

The Head of Stack Maintenance also has been involved with working with other library department members in facilitating the construction of new shelving and the periodic shifting of existing hardware. In addition it has been the responsibility of Stack Maintenance to meet the obligations of the federal handicap law by ensuring that proper distances between ranges and adequate clearances for all fire exits are maintained.

Looking to the future, the Downtown Center is expected to have considerable impact on the Stack Maintenance Section due to an expected surge in the use of book reservations and stack paging. With the projected installation of the CLSI automated library system in early 1979, the Stack Maintenance Section will continue to provide patron service in the area of book retrievals with the aid of more automation.

David W. Green
Head, Stack Maintenance Section

INTERLIBRARY LOAN SECTION

Requests of the Interlibrary Loan Section have continued to mount steadily this year, showing an 80% increase over last year, which in turn was 213% higher than in the preceding year. Of these requests, 80% were filled. OCLC has provided such easy access to library holdings that we are receiving requests not only from academic and public libraries but also from governmental agencies, research institutions and companies, military branch libraries and academies, attorneys' firms, and medical libraries. Due to rapid OCLC updating of new holdings by our acquisitions operations, we often receive requests for books that have not even left the processing area. Our fast turnaround time of one work day service continues to bring repeat loan requests from distant libraries.

Our students and faculty are becoming increasingly aware of our services. As more graduate level courses are offered, students are requiring more intensive research information and need interlibrary loan books and photocopies to meet their needs. Faculty developing these courses need our services for the same reasons. Undergraduates, mostly in the fields of nursing, psychology, and education, use interlibrary loans mostly for photocopies.

The new copyright law has required more statistical bookkeeping to ensure that limitations are not exceeded. These statistics now are maintained on a day-to-day basis. New five part I.L.L. forms are on order; the fifth copy will allow us to have only one file to check in processing new interlibrary loan requests. These new forms have sprocketed sides for possible computer completion at a later time.

The Interlibrary Loan Section Head and this position's "back-up" attended the FLIN Conference in Tallahassee May 23, 1978. The copyright law was discussed at length but no SUS policy was determined.

With CLSI coming to the library early in 1979, we anticipate new sophisticated and more accurate time saving computer aids. These aids will help us handle an expected increase in photoduplication requests. Our Serials Department is currently updating our periodical holdings on OCLC. As our work load increases, more student assistant hours will be used by this section to maintain our good turnaround record.

Peggy B. Pruett
Head, Interlibrary Loan Section

CIRCULATION DEPARTMENT
1977-78 Fiscal Year

INTERLIBRARY LOAN SECTION

Requests of UNF (53.3%)	<u>FILLED</u>	<u>UNFILLED</u>	<u>TOTAL</u>
<u>In-State</u> Book Requests	1,080	151	1,231
Photoduplication Requests	<u>125</u>	<u>21</u>	<u>146</u>
	1,205	172	1,377
<u>Out-of-State</u> Book Requests	525	72	597
Photoduplication Requests	<u>5</u>	<u>1</u>	<u>6</u>
	530	73	603
TOTAL	1,735	245	1,980
	(87.63%)	(12.37%)	
Requests Originated by UNF (46.7%)			
<u>In-State</u> Book Requests	181	85	266
Photoduplication Requests	<u>659</u>	<u>172</u>	<u>831</u>
	840	257	1,097
<u>Out-of-State</u> Book Requests	286	185	471
Photoduplication Requests	<u>114</u>	<u>53</u>	<u>167</u>
	400	238	638
TOTAL	1,240	495	1,735
	(71.47%)	(28.53%)	
GRAND TOTAL	2,975	740	3,715
	(80.08%)	(19.92%)	

INTERLIBRARY LOAN REQUESTS OF UNF 1972-73 THROUGH 1977-78

<u>1972-73</u>			<u>1973-74</u>		
	<u>FILLED</u>	<u>UNFILLED</u>		<u>FILLED</u>	<u>UNFILLED</u>
Books	32		Books	179	
Photos.	--		Photos.	41	
Total	32		Total	220	
Grand Total	32		Grand Total	220	
			Transac. increase 587.5%		
			Filled req. increase 587.5%		

<u>1974-75</u>			<u>1975-76</u>		
	<u>FILLED</u>	<u>UNFILLED</u>		<u>FILLED</u>	<u>UNFILLED</u>
Books	62	175	Books	422	255
Photos.	40	8	Photos.	133	39
Total	102	183	Total	555	264
Grand Total	285		Grand Total	819	
Transac. increase 29.55%			Transac. increase 187.37%		
Filled req. decrease 53.64%			Filled req. increase 444.12%		

<u>1976-77</u>			<u>1977-78</u>		
	<u>FILLED</u>	<u>UNFILLED</u>		<u>FILLED</u>	<u>UNFILLED</u>
Books	918	144	Books	1,080	151
Photos.	162	15	Photos.	125	21
Total	1,080	159	Total	1,205	172
Grand Total	1,239		Grand Total	1,377	
Transac. increase 51.28%			Transac. increase 11.14%		
Filled req. increase 94.59%			Filled req. increase 11.57%		

INTERLIBRARY LOAN
SUBJECT PERCENTAGE ANALYSIS
OF SUPPLIED MATERIALS

A--Az	General Works	.23
B--BD,BH,BJ	Philosophy	1.17
BF	Psychology	4.16
BL--BX	Religion	2.28
C--D	History-General	1.46
DA	History-Great Britain	.41
DB--DR	History-Europe	1.29
DS--DT	History-Asia, Africa	1.76
DU--DZ	History-Australia, Oceania	.06
E	History-U.S.-General	2.52
F	History-Canada, Latin America	1.76
G--GC	Geography	.53
GF--GT	Anthropology	.94
GV	Sports	1.17
H--HA	Social Sciences	.77
HB--HJ	Economics	11.37
HM--HX	Sociology	7.32
J	Political Science	2.88
K	Law	1.99
L	Education	5.80
M	Music	1.41
N	Art and Architecture	3.75
P	Philology and Linguistics	.53
PA	Classics	.23
PB--PD	Modern European Languages	.35
PE	English Language	.53
PF--PL,PM	German, Slavic, Oriental Languages	2.52
PN	Literature-General	1.82
PQ	Romance Literature	7.74
PR--PS	English and American Literature	.41
PT	Germanic Literature	2.11
PZ	Fiction and Juvenile	----
Q	Science-General	2.11
QA	Mathematics	1.85
QB	Astronomy	.35
QC	Physics	.64
QD	Chemistry	1.17
QE	Geology	.12
QH--QR	Life Sciences	5.74
R	Medicine	8.38
S	Agriculture	.70
T	Engineering and Technology	6.21
U--V	Military and Naval Sciences	1.46
Z	Bibliography	2.05
Other	Curriculum Materials	.06
	TOTAL	100.00

Interlibrary Loan "Repeat" Requestors Both In-State And Out-Of-State

<u>In-State</u>	<u>Number Of Requests</u>
Florida State Library	316
Florida Atlantic University	123
University of West Florida	111
University of Florida	105
Jacksonville Public Library	83
Florida Junior College at Jacksonville	67
Orlando Public Library	64
Borland Medical Library	63
Tampa-Hillsborough County Library System	60
Florida Technological University	58
University of South Florida	55
Florida International University	40
Valencia Junior College	39
Miami-Dade Public Library	21
Florida State University	19
University of Florida, Hume Library	17
University of Miami	16
Department of Health & Rehabilitative Services	14
Brevard Community College	14
Rosenstiel School of Marine & Atmospheric Sciences	12
<u>Out-Of-State</u>	
Kentucky Department of Libraries	33
Auburn University	18
Texas State Library	16
Arizona State University	15
University of Alabama	14
Georgia State College	14
University of South Carolina	14
Kansas City Public Library	12
Western Carolina University	11

RESERVE SECTION

The Reserve Section has experienced a period of sustained activity during this past fiscal year. No major alterations in procedures were attempted, but the implementation of the new Copyright Law brought about a number of policy changes which substantially altered established routines. Reporting on Reserve activities for the 1977-78 Fiscal Year, therefore, will be directed primarily toward explaining how the Reserve Section was affected by the law, how the UNF Library has dealt with it, and with what measure of success.

The 1976 Copyright Law (PL 94-553, Title 17 U.S. Code) prompted a number of significant changes in policies of the Reserve Section regarding the making of photocopies; as a result, the Library's once fairly liberal policy of supplying photocopies for use by faculty members as Class Reserves has become severely restrictive in strict adherence to the Law. In the past, multiple copies of articles from periodicals, books, etc., were readily supplied by the Library as long as charges for these materials remained within the budgeted limit per class. Photocopying has now become principally a one-copy-only service to faculty, performed under individual faculty member authorization. In essence, as mandated by law, photocopies held on Reserve in the Library for faculty members are treated as personal individual copies for use in teaching classes. The restrictions of the law and resultant additional paperwork for Reserve staff have slowed processing and decreased considerably the volume of this type of request from faculty members needing these materials for Reserve.

In order to facilitate conversion of Reserve Section procedures regarding the making of photocopies to a system fully in compliance with the law, Reserve Material Request forms were altered to allow for faculty sign-off on responsibility for use of photocopies and to post officially the copyright notice as prescribed by law, and permission request forms were developed with which to request authorization from copyright owners to reproduce materials in multiple copy form. Response from copyright owners (primarily publishing companies) has been very favorable to date: most publishers have charged no royalties for use of their materials and few have refused permission to photocopy, those refusing usually doing so in the case of book materials from titles currently available for purchase. Turn around time for receiving permission on the whole has been rather speedy, with few exceptions, averaging seventeen days from the time the Library mails the request, and ranging from a minimum of five days (FLORIDA TIMES-UNION/JACKSONVILLE JOURNAL) and a maximum of forty-five days (MANAGEMENT SCIENCE). Quickness of response may be primarily responsible to the ease (for the publisher) of completing this Library's permission form. What was originally feared to be an extremely cumbersome and dubiously successful process has instead become a relatively trivial matter. Only in a few cases have copyright owners been highly restrictive in granting permission, and royalties have been minimal, never running over \$.50 per copy. Our experience in dealing with copyright owners has been, for the most part, pleasant and one reflecting

cooperation from publishers in our educationally oriented efforts.

When available, the Reserve Section has ordered publisher's reprints in lieu of photocopying. In most cases these have been fairly inexpensive--averaging \$.66 and ranging from \$.50 to \$1.00 per reprint--and have been supplied quickly and without complications. By far the most responsive supplier and, incidentally, the most heavily-used, has been the Harvard Business Review, charging only \$.50 per reprint, giving discounted billings, and supplying the materials within 10 days of ordering. The advantages of reprints--legal for further reproduction, less expensive than Xerography, easier to order and process--have prompted the Reserve Section to recommend the purchase of reprints to faculty requestors.

Faculty response to our efforts to comply with the Copyright Law has been sympathetic and understanding. The trend has been to avoid photocopies if at all possible and to request single instead of multiple copies of materials essential to their teaching efforts. Many thanks are due to those faculty members facilitating the easing of our increased work load.

Having worked within the boundaries of the new law for two academic quarters, we have found compliance merely a bit more time-consuming, and more easily facilitated than was anticipated. We have been able to meet our obligations to the U.S. Government and to our faculty with relatively little inconvenience to the Reserve staff.

Reserve statistics for collection utilization by department and circulation of items on Reserve have revealed few changes over the 1976-77 Fiscal Year. The most surprising statistics have come from circulation averages for items on Reserve, which, instead of increasing as predicted, actually decreased slightly from the previous year. The decrease in collection size prompted by faculty utilization of Reserve statistical analyses in removing unused items was expected to produce a corresponding increase in circulation per item. The reverse has been the case, however, circulation decreasing somewhat from four to three times per item per quarter. The reasons for this decrease are not readily apparent, but possible explanations might include smaller enrollment of students at the University, increased reliance on the Reserve Collection as a source of supplemental (as opposed to required) readings, and the restrictions of the new Copyright Law.

While average circulation per item for the entire collection decreased, many individual course listings maintained above average (four times per quarter) circulation. On a departmental basis, several departments substantially exceeded the Library's minimum average circulation per item. The three highest averages were recognized from the Department of Transportation and Logistics (6.27 circulations per item), the Division of Nursing (5.57), and the Department of History (5.32).

A breakdown by college revealed the following averages:

Arts and Sciences	2.65	circulations per item per quarter				
Business Administration	3.42	"	"	"	"	"
Education	1.26	"	"	"	"	"
Special Programs	3.53	"	"	"	"	"

Interestingly, the user of the Reserve Collection with the fewest course listings, the combined Special Programs (Technology, Nursing, and Counseling), showed the highest circulation per item, while the second largest user, the College of Education, maintained the smallest circulation per item.

In the future we hope to see usage figures comparable to those recorded for the Special Programs reflected in all reserve listings, as statistics reveal to faculty the need to delete unused items from their listings.

Reserve processing time, the time it takes for an item to be shelf-ready, has remained constant, with the exception of the increased delay in processing multiple copies of copyrighted materials, caused by the additional paperwork involved in seeking permission from the copyright owner. Processing time remains at from one to two days, with the possibility of the item being ready within hours.

Projections for future developments in Reserve policies, procedures, and routines would primarily echo those of last Fiscal Year's hopes for further improved service through the acquisition of CLSI's Circulation System. With this in the near future, the Reserve Section can look forward to further and continual improvement of its service to faculty and students.

James E. Alderman, Jr.
Head, Reserve Processing Section

	Reserve Circulation Statistics	Reserve Processing Statistics		Reserve Collection Data Base	
	Reg. Trans	Requests Red'd	Items Processed	Active	Retired
SUMMER	2,267	20	25		
FALL	4,902	400	1,330		
WINTER	4,210	329	1,802		
SPRING	4,409	320	1,600		
SUMMER	733	242	1,560		
TOTALS	16,521	1,311	6,317	4,660	15,003

DATA COMPARISON

	<u>1974-1975</u>	<u>1975-1976</u>	<u>1976-1977</u>	<u>1977-1978</u>
Reserve Requests Processed	7,497	11,233	8,481	6,317
Reserve Circulation Transactions	20,889	22,912	21,853	16,521
Reserve Collection Data Base				
Active Records	7,840	9,022	6,912	4,660
Retired Records	4,651	7,092	11,440	15,003
Total Records on Base	12,491	16,114	18,352	19,663

RESERVE COLLECTION STRUCTURE AND CIRCULATION ANALYSIS

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

Column B: Average Circulation per item

COLLEGE/DEPT.	SUMMER		FALL		WINTER		SPRING		TOTALS	
	A	B	A	B	A	B	A	B	A	B
ARTS & SCIENCES	24		42		40		44		150	
Economics			7	3.22	1	0.00			8	1.61
Fine Arts	4	.44	7	2.72	6	1.15	4	.29	21	1.15
History	4	4.42	6	4.96	3	6.61	9	5.29	22	5.32
Lang. & Lit.	2	4.25	3	5.84	3	.11	2	.06	10	2.57
Library Science							1	.66	1	.66
Math					1	5.00			1	5.00
Natural Science	1	.33	6	4.43	4	4.79	7	.08	18	2.41
Philosophy										
Political Science	1	.92	2	3.14	5	.87	5	.32	13	1.31
Psychology	7	4.47	8	2.54	13	3.47	13	4.31	41	3.70
Sociology	5	2.26	3	3.46	4	4.08	3	1.15	15	2.74
BUSINESS ADMIN.	10		23		12		13		58	
Accounting	1	.44	3	1.97	1	1.50	2	2.10	7	1.50
Economics			7	3.22	1	.00			8	1.61
Fin., Ins., & Real Estate			1	5.33			2	4.50	3	4.92
Man., Mktg., & Bus. Law	8	1.02	9	2.17	8	3.86	6	4.24	31	2.82
Transp. & Log.	1	13.83	3	4.27	2	3.28	3	3.70	9	6.27
EDUCATION	26		29		27		33		115	
Adm. & Supv.	3	.10	3	.09	3	.44	4	.45	13	.27
Elem. & Supv.	12	.67	13	1.12	9	.86	14	.92	48	.89
Health & P.E.	3	.74	5	.98	5	1.45	4	1.33	17	1.13
Spec. Ed.	3	9.49	2	2.71	2	.21	4	5.16	11	4.39
Voc. Ed.			2	.28	3	.00			5	.14
Interdept.	5	.39	4	2.00	5	.23	7	.37	21	.75
SPECIAL PROGRAMS	5		9		10		7		31	
Div. of Tech.	1	1.88	1	1.72	1	.00	1	5.66	4	2.31
Nursing	3	8.32	6	5.34	5	5.64	3	2.99	17	5.57
Counseling	1	.00	2	1.25	4	3.28	3	6.35	10	2.72
COMBINED STATS.										
ALL DEPTS.	65		103		89		97		354	

Percentage of total number
of course listings by
COLLEGE:

ARTS & SCIENCES	42.37%
BUSINESS ADMINISTRATION	16.38%
EDUCATION	32.49%
SPECIAL PROGRAMS	8.76%

Weighted Averages for
Circulation per item by
COLLEGE:

ARTS & SCIENCES	2.65
BUSINESS ADMINISTRATION	3.42
EDUCATION	1.26
SPECIAL PROGRAMS	3.53

RESERVE XEROX STATISTICS

<u>Department</u>	<u>No. of Pages</u>	<u>Cost</u>
Education	69	6.90
Language & Literature	54	5.40
Management Marketing & Business Law	142	14.20
Nursing	13	1.30
Psychology	134	13.40
Sociology	<u>100</u>	<u>10.00</u>
TOTALS	512	\$ 51.20

SYSTEMS SECTION

The philosophical emphasis on automation for library management has paved the way for new goals and objectives.

The library staff and the UNF administration are committed to the concept that the library should have an on-line library management system. This year the State of Florida has bid and awarded a state contract for an on-line library circulation control system to C.L. Systems, Inc. (CLSI). When the circulation data base is built, the system will be able to support most library management functions, including circulation, card catalog access and maintenance, acquisitions, serials control, reference inquiry, and management reporting. If implemented, the system would be able to provide these services at the main campus or any location which is equipped with a terminal, including UNF's Downtown Center and extension course locations. Such a system will cut down on the traditionally tedious tasks like typing and filing, which will permit some employees to be reassigned to duties with more professional interest and challenge.

The necessary hardware has been defined and approval applications have been submitted. Final state level approvals are expected in early September. Funding still remains the major problem. The conditions, privileges, and fringe benefits of the state contract are couched in a stringent time frame. We must place an order for the system before December 31, 1978, if we are to get the complete library management system software for the price of only one module. The UNF administration is actively attempting to seek funds to exercise the state contract within a time frame that will allow us to derive the most benefit.

Our ability to implement CLSI will have a tremendous impact on staff morale and the library's orientation within the state-of-the-art and the information explosion.

UNF SEARCH, our on-line bibliographic computer searching facilities utilizing commercial data base vendors, has gained considerable popularity (185 search requests were filled this fiscal year). Two events have prompted this change:

1. We have implemented package rates for searches for UNF faculty, students, and staff. This rate (which is subsidized by the library) is affordable by the majority of the students and provides a service necessary to the commuter type student.
2. The Reference Department staff have been trained to perform these searches. In this manner the technical protocol required by the computers is coupled with the specific subject expertise of each of the reference librarians. The resulting interface provides the patron with a quality, state-of-the-art service.

A philosophical change has also taken place. The Reference Department is now encouraged to use the computer search facilities as tools in their professional activities, just as the technical services staff use OCLC/SOLINET. The resulting combination has met with enthusiasm as reference services actively enter the age of automation.

In addition to Lockheed Information System's DIALOG, System Development Corporation's ORBIT, and the New York Times INFORMATION BANK, we have added the National Library of Medicine's MEDLINE group of data bases to directly support the nursing and psychology programs. With the explosion of new data bases available through our existing commercial vendors and the library's activity in adding new data base vendors, nearly every subject area offered in the UNF curriculum has some computer bibliographic support.

UNF's Computer Services Department has provided enhancements to the CICS (on-line) campus system by providing inquiry to the circulation files, thus alleviating the exorbitant cost of our usual voluminous daily reports. Other campus systems have undergone radical changes this year and those library systems which interface to those modified systems have received prompt conversion, causing the library a minimum, if any, inconvenience. Likewise, the Computer Services Department is actively supporting our plans for CLSI and has promised the necessary computer conversion support.

From a systems attitude, this library has had an exciting start and is steadily exercising its state-of-the-art options.

Robert P. Jones
Circulation/Systems Librarian

REFERENCE DEPARTMENT

The Reference Department has seen quite a few changes over the past year. Ms. Erma Daise, a long-time member of the library staff, resigned in October to take another position. In April, 1978, Ms. Deborah Rex, a recent graduate of Florida State University School of Library Science, was hired as a reference librarian to replace Ms. Daise. In December Glenda Morris, who had worked half-time in Reference and half-time in Technical Services, became a full-time member of the Technical Services Department. In the fall we were able to hire two librarians from OPS to help staff evening and weekend hours. Mrs. Bettye Graham and Mrs. Shirley Harrison have made it possible to maintain good reference service in spite of staff shortages.

In the midst of these staff changes the Department was able to continue and even expand its services. A total of 40 orientation sessions were given by the Reference staff, including several to off-campus classes. Almost twenty more bibliographies were compiled and added to our existing collection. Library skills workshops, operated in conjunction with the University's Skills Center, were organized and will be offered beginning with the summer quarter, 1978.

For the second year in a row the Department conducted a user survey in the early Spring, with the same results as the previous year. The Survey disclosed that almost one-third of the users were not UNF faculty or students.

The unique nature of the materials in the Curriculum Collection made it difficult to organize and service this collection. Included in the Curriculum Collection were kits used in the classrooms by teachers. This past year the Cataloging Department, in collaboration with Reference, has completely reclassified the Curriculum Collection, devising a classification scheme which makes the materials more accessible. The kits, previously subject to loss and breakage, were moved from the open shelves to the Special Collections Room in order to be better monitored.

Under the direction of Eileen Brady the map collection was also reorganized. The hard copy college catalog collection has been replaced by microfiche, which increases our collection to approximately 3,600 catalogs. Paper catalogs have been retained for those colleges which are in high demand or for which no microfiche is available. Newsbank, a subject collection of newspaper articles on microfiche, and Disclosure's 10-K reports on microfiche, were added this year also.

While Circulation student assistants put Tattle-Tape strips in the Reference and Index/Abstract Collections, the student assistants assigned to Reference and Periodicals, with the help of the Reference staff, tagged the Periodicals Collection during the break between Spring and Summer Quarters. I would like to thank Kevin Tracey, Janet Kling, and Laverne Lewis for their persistence in completing this project.

The computer search services have made the most impact on the Reference Department. Robert Jones, Head of Circulation, trained all the librarians and LTA's in Reference to search the data bases to which we subscribe. This new skill has been acquired enthusiastically by the entire staff. The combination of all Reference members capable of providing this new service, with Mr. Jones' advertising, has resulted in increased demand for the searches, which in turn increases our expertise. The computer data bases have also been used to locate hard to find materials to answer reference questions.

Kathleen Cohen
Head, Reference Department

DOCUMENTS DEPARTMENT

Our ability to provide timely and complete information resulted in the Documents Department being used more heavily this year than ever before. User statistics show a 33 1/3 percent increase both in user assistance and in-house use of materials as reflected in daily shelving statistics. We are also receiving more referrals from Jacksonville Public, Florida Junior College, and Jacksonville University libraries. Individuals as well as businesses are calling for information, and by special arrangement we get referrals from the office of Congressman Chappell.

Through a systematic survey of the collection we were able to identify and correct deficiencies. We were fortunate in having a sufficient balance in our deposit account to purchase the backfiles that have been requested: Internal Revenue Service Cumulative Bulletin, United States Reports, Federal Trade Commission Decisions, and Federal Trade Commission Statutes and Court Decisions.

Two significant acquisitions were made from the private sector: Major Studies and Issue Briefs of the Congressional Reference Service and the Checklist of United States Public Documents, 1789-1975.

Towards the middle of the fiscal year we began to search the OCLC data base for cataloging of our federal documents. At year's end the plan to use this data base exclusively had met with only limited success. This was due in part to the time-lag between the arrival of the material and the appearance of cataloging information in the data base. The greater problem was the lack of personnel available to handle the one hundred titles received each week in the depository shipments. The time needed to search, verify and reformat a record was too great a luxury for this small department. Other methods for record storage are being studied including KWIC indexing, acquiring GPO data tapes from TRINCO, Inc., and acquiring the microfiche files of the Congressional Information Service, Inc., to whose indexes we have subscribed since 1970.

At the annual meeting of the Florida Library Association the Government Documents Caucus was formed with the UNF Documents Librarian elected chairman. The principal objectives of this group are to encourage greater cooperation and exchange of information among those working with documents and to provide significant opportunities for continuing education. We are looking forward to having a significant influence on library science in Florida.

Bruce T. Latimer
Head, Documents Department

GRANTS

The library received a Library Resources Grant from the U.S. Office of Education for \$3,855.00. These funds were expended to strengthen our holdings in Mathematics and Economics.

During this fiscal year we also received a \$1,497 Interlibrary Cooperation Grant from the Division of Library Services in support of the Florida Library Network. For the first time the grant provided funds for in-service training for the interlibrary loan staff members.

LIBRARY SCIENCE

Interest in Library Science courses has continued to show a noticeable decline in the past year. Upon careful analysis of the professional facts of life the following factors must be considered as a possible and probable explanation of this phenomenon.

The MLS program offered through continuing education by FSU in 1975-77 has attracted all those local students (65 enrolled) intent upon earning a Master of Library Science degree without moving away from Jacksonville. Recent enrollees of our (UNF) courses have been those who either (a) missed this single cycle, (b) are unable to move away to enroll in a full time program, or (c) do not wish to earn an MLS degree. Those unwilling or unable to spend a year away from town are equally reluctant to seek employment elsewhere. However, library job opportunities in Jacksonville are limited at the moment and, furthermore, salaries are too low to make the field attractive.

It also needs to be recorded that courses in addition to the ones listed have been offered during the year, but had to be dropped due to a lack of interest. A reversal of trends is possible; our potential clientele is difficult to survey or predict. We intend to continue offering our library science courses and attract as many students as we possibly can.

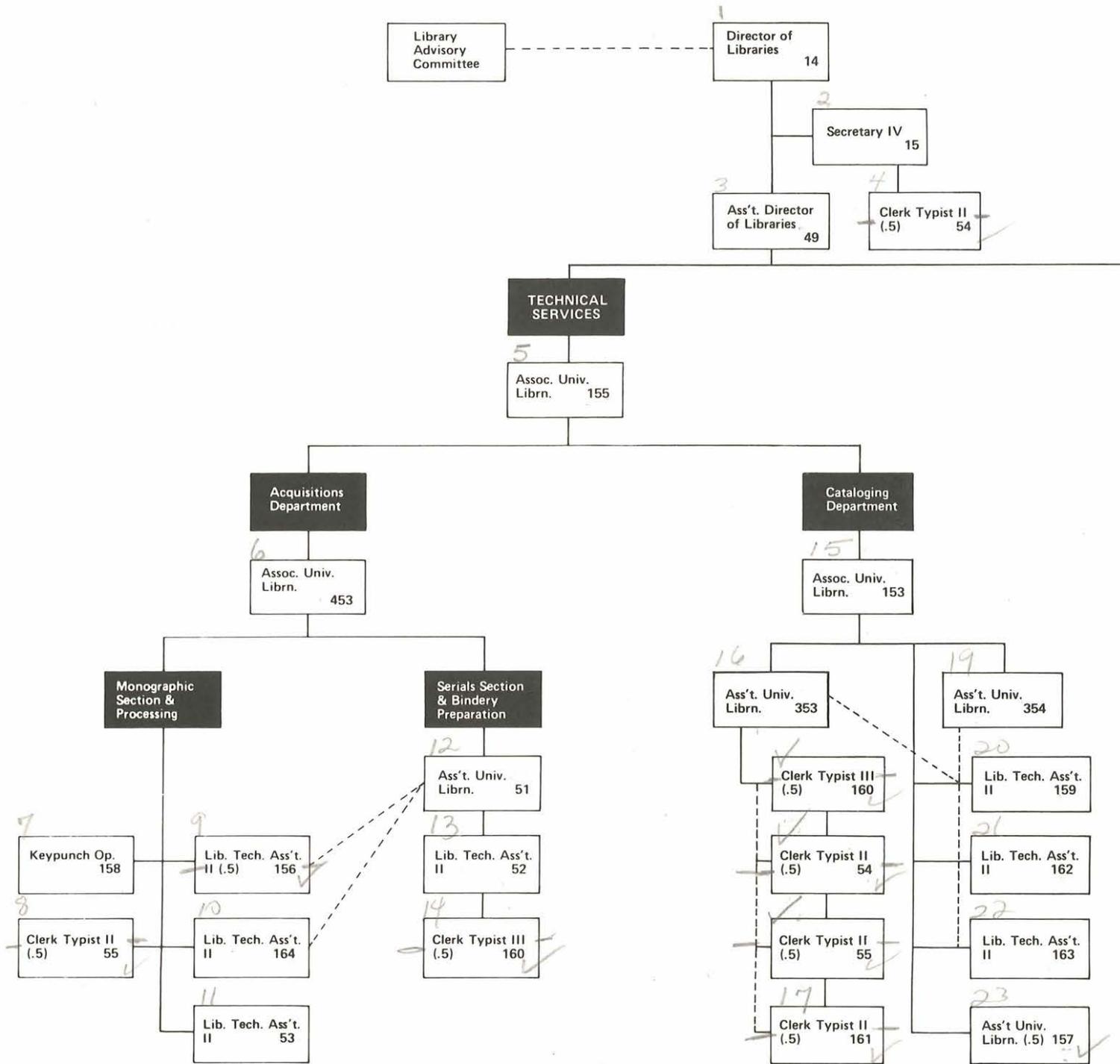
LIBRARY SCIENCE COURSES
TAUGHT 1977-1978

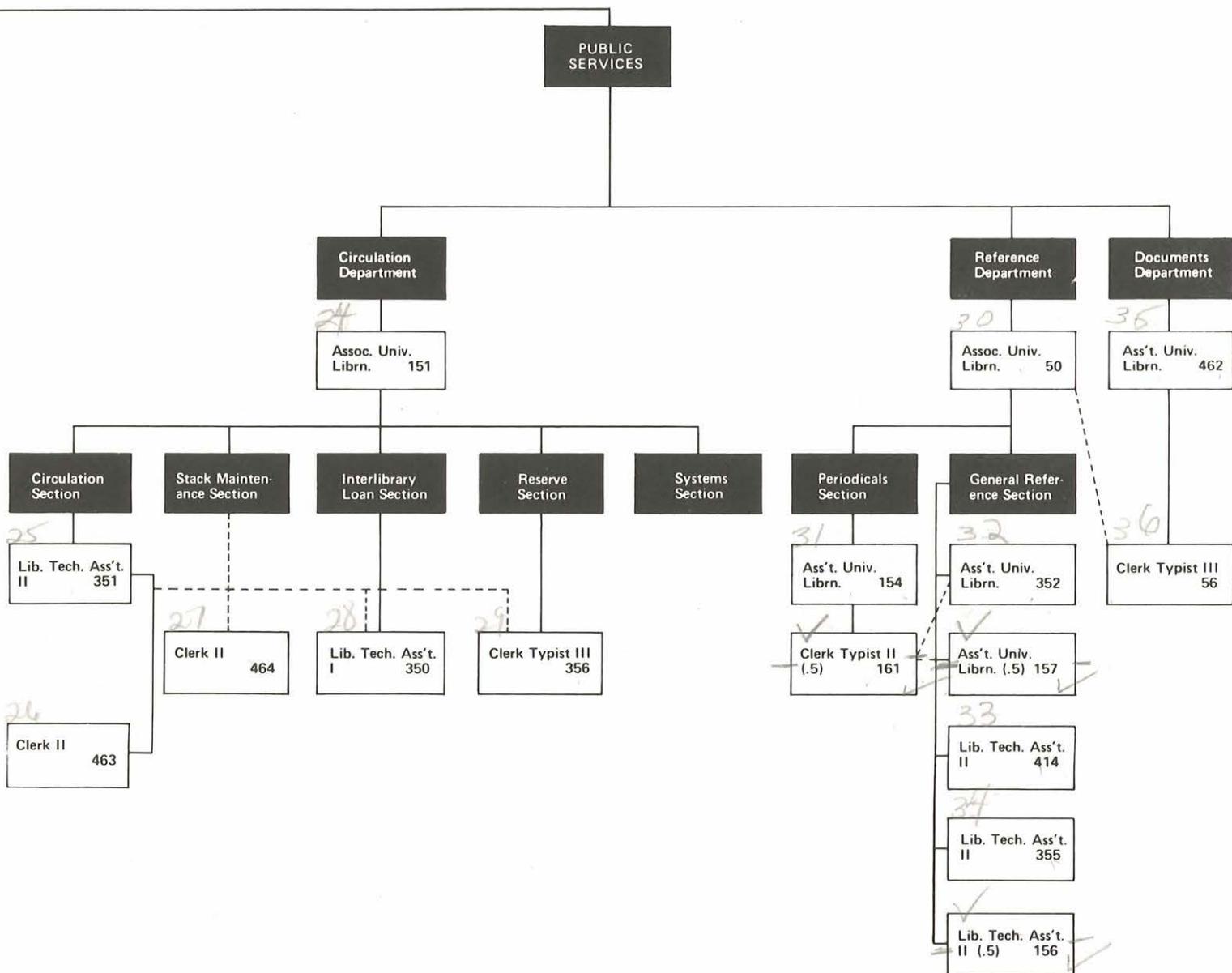
<u>QUARTER</u>	<u>COURSE NO. & TITLE</u>	<u>NO. OF CREDITS</u>	<u>NO. OF STUDENTS ENROLLED</u>	<u>STUDENT CREDIT HOURS</u>
Summer 1977	LIS 490: Directed Independent Study	5	5	25
Fall 1977	LIS 490: Directed Independent Study	5	3	15
Winter 1978	LIS 302: Introduction to Library Materials	5	5	25
	LIS 490: Directed Independent Study	5	1	5
Spring 1978	LIS 303: Dewey Classification/ Cataloging	5	10	50
	LIS 307: Research Methods in the Library	3	7	21
SUMMARY:	Total Students	31		
	Total Courses	5		
	Total Quarter Hours	28		
	FTE's Generated	9.4		

UNIVERSITY OF NORTH FLORIDA LIBRARY

Table of Organization

1977-1978





PERMANENT ADMINISTRATIVE & PROFESSIONAL PERSONNEL
as of June 30, 1978

<u>EMPLOYEE</u>	<u>DATE OF HIRE</u>	<u>POSITION</u>
Eileen D. Brady	9/20/74	Reference Librarian
Kathleen F. Cohen	11/02/73	Head, Reference Department
Andrew Farkas	5/04/70	Director of Libraries
John M. Hein	6/01/71	Head, Technical Services
Robert P. Jones	1/14/72	Head, Circulation Department
Bruce T. Latimer	9/11/75	Reference Librarian
Sheila A. Mangum	11/01/74	Head, Acquisitions Department
Angela W. Randtke	7/01/77	Assistant Cataloger
Deborah K. Rex	4/03/78	Reference Librarian
Linda L. Smith	5/08/72	Head, Cataloging Department
Victoria M. Thomas	9/17/76	Serials Librarian
Verna P. Urbanski	9/30/77	Assistant Cataloger
Dorothy P. Williams	7/01/71	Assistant Director of Libraries
Mary L. Wright	9/01/71	Reference Librarian

PERMANENT CAREER SERVICE PERSONNEL
as of June 30, 1978

<u>EMPLOYEE</u>	<u>DATE OF HIRE</u>	<u>POSITION</u>
Laura K. Ackermann	8/23/77	Clerk Typist II
James E. Alderman	5/17/76	Clerk Typist III
Nancy C. Constande	2/17/78	Clerk Typist II
Louise F. Gentry	11/14/75	Library Technical Assistant II
David W. Green	11/01/74	Clerk III (½ time)
Gloria M. Harrelson	4/01/77	Library Technical Assistant II
Helen R. McGee	11/25/75	Clerk Typist III
Trudy H. Moore	6/25/76	Library Technical Assistant II
Glenda J. Morris	8/23/74	Library Technical Assistant II
Maria F. Penderleith	7/16/73	Library Technical Assistant II
Peggy B. Pruet	1/10/74	Library Technical Assistant I
Richard A. Rogerson	7/31/75	Library Technical Assistant II
Reavelle B. Stephenson	8/07/72	Library Technical Assistant II
Nancy L. Vermeulen	10/08/73	Library Technical Assistant II

PROMOTIONS

Effective 7/01/77, Ms. Sheila A. Mangum was promoted to Head of the Acquisitions Department.

NEW EMPLOYEES

Dr. Angela W. Randtke joined the UNF Library as an Assistant Cataloger on 7/22/77, replacing Christine Mack.

Mrs. Verna P. Urbanski joined the UNF Library 9/30/77 as Assistant Cataloger. She replaced Katherine Owens.

Ms. Deborah K. Rex also joined the UNF Library staff 4/03/78 as Reference Librarian, replacing Erma Daise.

TERMINATIONS

Ms. Katherine C. Owens resigned her position as Assistant Cataloger effective 9/15/77.

Ms. Erma D. Daise resigned her position as Reference Librarian effective 10/27/77.

EDUCATIONAL LEAVE

<u>EMPLOYEE</u>	<u>DATES OF LEAVE</u>
Richard P. Silva	9/15/77 - 8/31/78

TERMINATIONS PRIOR TO JUNE 30, 1978

<u>EMPLOYEE</u>	<u>TERMINATION DATE</u>
Mary J. Farr	8/23/77
Deborah A. Jones	8/23/77
Thelma M. Parker (transferred to Education)	8/15/77
Phillip A. Pratt	3/05/78
Walter M. Proper	3/07/78

PROMOTIONS

<u>EMPLOYEE</u>	<u>FROM</u>	<u>TO</u>
Laura K. Ackermann	Clerk Typist II	Library Technical Assistant I
James E. Alderman	Clerk Typist III	Library Technical Assistant I
David W. Green	Clerk III (½ time)	Library Technical Assistant I
Martha A. Lane	Clerk Typist III	Library Technical Assistant I
Helen R. McGee	Clerk Typist II	Clerk Typist III

STAFF ACTIVITIES - Highlights

- July, 1977
- Architects' meeting at the offices of Helman, Hurley, Charvat, Peacock Architects Inc. in Winter Park, Florida.
(Andrew Farkas, Robert P. Jones)
 - Visit to CLSI (CL Systems, Inc.) home office/factory to investigate system conversion and interface possibilities for UNF's conversion to CLSI, Boston, Massachusetts.
(Robert P. Jones)
 - Visit to Ballen Books, New York, New York.
(Robert P. Jones)
 - CLSI Demonstration of LIBS 100 Automated Control System at FSU, Tallahassee, Florida.
(Andrew Farkas, John M. Hein, Robert P. Jones)
 - Visit to University of California, Santa Barbara, California.
(Robert P. Jones)
 - A 42-volume reprint series entitled Opera Biographies published by Arno Press, Inc. of New York City, under the editorship of Andrew Farkas.
- August, 1977
- Effective Interpersonal Communications Workshop, Orlando, Florida.
(Kathleen F. Cohen, Bruce T. Latimer)
- September, 1977
- Interinstitutional Library Committee Meeting, Orlando, Florida.
(Andrew Farkas, Robert P. Jones)
 - Demonstration of CLSI and conducted copyright presentation for the College of Education, Tallahassee, Florida.
(Robert P. Jones)
- October, 1977
- Conference of the Depository Library Council to the Public Printer, Washington, D.C.
(Bruce T. Latimer)
 - Attended Florida State Library Depository Documents Workshop, Tallahassee, Florida.
(Bruce T. Latimer)

- November, 1977
- Attended Interinstitutional Library Committee Meeting, Tallahassee, Florida.
(Andrew Farkas)
 - Attended DIALOG Training Session, Gainesville, Florida.
(Mary L. Wright)
 - Copyright Conference regarding new copyright law, Orlando, Florida.
(Robert P. Jones)
 - Attended the National Council of Negro Women Conference in Washington, D.C. in the capacity of President of the Jacksonville Section.
(Dorothy P. Williams)
 - Completed a Management Training Seminar sponsored by Cornell University, Washington, D.C.
(Dorothy P. Williams)
 - Bibliographic workshop on designing on implementation of research courses, Earlham College, Richmond, Indiana.
(Kathleen F. Cohen)
 - Attended Bidders Conference for State Library Circulation Systems, Tallahassee, Florida.
(Robert P. Jones)
- December, 1977
- Consultation with serials cataloger and acquisition personnel at Ohio State University, Columbus, Ohio.
(Victoria M. Thomas)
 - Case-Western Reserve in Cleveland, Ohio. Consulted with Esther Greenberg, Head of Automated Systems and attended demonstration of application of the OCLC serials control subsystem.
(Victoria M. Thomas)
 - American Library Association/ISAD Conference, "Automated Circulation Systems", Dallas, Texas.
(Robert P. Jones)

- January, 1978 DataPhase Circulation System demonstration at State Library, Tallahassee, Florida.
(Robert P. Jones)
- Visited serials section of University of South Florida Library concerning serials cataloging and acquisition, Tampa, Florida.
(Victoria M. Thomas)
- Florida Library Association Periodicals/Serials Caucus, Tampa, Florida.
(Victoria M. Thomas)
- February, 1978 Attended Program Committee of Governor's Conference on Libraries, Jacksonville, Florida.
(Andrew Farkas)
- Hosted PLATO (CAI) demonstration on University of North Florida campus, Jacksonville, Florida.
(Robert P. Jones)
- Interinstitutional Library Committee Meeting, Tampa, Florida.
(Andrew Farkas)
- Solinet Serials workshop on OCLC System, Tallahassee, Florida.
(John M. Hein, Angela W. Randtke, Victoria M. Thomas)
- March, 1978 Hosted Florida Searchers Meeting, University of North Florida, Jacksonville, Florida.
(Robert P. Jones, Bruce T. Latimer)
- Solinet Non-Book Cataloging Workshops; MARC formats for on-line cataloging of non-book materials, Orlando, Florida.
(John M. Hein, Linda L. Smith, Verna P. Urbanski)
- Served as Technical Reviewer for Right to Read Grant Proposals, Washington, D.C.
(Dorothy P. Williams)
- Served on SACS Accreditation Committee at Ribualt Junior High School, Jacksonville, Florida.
(Dorothy P. Williams)

MEMBERS OF THE LIBRARY ADVISORY COMMITTEE
as of June 30, 1978

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

The Library Advisory Committee held quarterly meetings in 1977-78. In addition to topics of general interest and information, the Committee discussed the significance of the special allocation in terms of collection development, the Five Year Plan this initial grant has inaugurated, progress of plans for the new library building, installation of Tattle Tape and the possible purchase of CLSI. A major action of the Committee was the reaffirmation of the Library's unconditional control of all book funds (October 18, 1977 meeting) whereby the Director of Libraries is the final authority for all library purchases. This reaffirmation of policy has been communicated to President T. G. Carpenter (November 1, 1977) and endorsed by him (November 3, 1977).

DISPLAYS SHOWN
1977-78

UNF Painting Class	July 4 - July 15	Paintings
JoAnn Overdorf	July 18 - July 19	Paintings
UNF Student Show	Aug. 1 - Aug. 26	Photography
Library	Sept. 19 - Oct. 21	Library Pamphlet File
Steve Lotz	Sept. 26 - Oct. 14	Paintings
Pam King and Jill Applegate	Oct. 24 - Nov. 4	Photography
Library	Oct. 27 - Dec. 1	Library Portrait and Picture Collection
Professional Artists Exchange	Nov. 14 - Dec. 2	Graphics
Oscar Bailey	Jan. 9 - Jan. 27	Photo Exhibit
Brenda Wims	Feb. 6 - Feb. 10	Black History Week Display
Library	Feb. 10 - Mar. 10	Library Portrait and Picture File
Charles Charles and Michael Smith	Feb. 6 - Feb. 27	Paintings
Paul Ladnier	Feb. 27 - Mar. 24	Photography
Warren Hullos	Mar. 27 - Apr. 14	Ceramics
Ken McMillan and David Porter	Apr. 24 - May 12	Ceramics and Photography
UNF Student Art Festival	May 15 - June 9	All Media
Teddie Joe Ryan and Lenore Byrd	June 10 - July 10	"Two Women Artists"

BIBLIOGRAPHIES
(Prepared by UNF
Reference Staff)

Abortion - November 1977
Aged - October 1977
Alcohol...Psychological Effects - June 1978
Alcohol and Employment - January 1977
Alcohol and Social Groups - January 1977
Alcoholism - January 1977
Autism - August 1978
Behavior Modification - July 1978
Bermuda Triangle - October 1976
Birth Control & Contraception - May 1977
Breast-Feeding - March 1978
Business Information Sources - September 1978
Business Periodicals - June 1977
Busing - October 1976
Career Education - June 1977
Child Abuse - June 1977
Collective Bargaining in Education - November 1977
Collective Bargaining in the Public Sector - October 1976
Creativity - August 1977
Death - April 1978
Displaced Homemakers - October 1977
Economic Journals - June 1977
Education-Documents - January 1977
Education Periodicals - October 1978
Education Sources - October 1977
Educational Games - August 1977
Epidemiology - June 1977
Finance - November 1977
Grants and How To Get Them - October 1977
Health Maintenance Organizations - June 1977
Herman Hesse - November 1976
Hyperactivity - March 1978
Job Satisfaction - May 1978
Kidnapping - May 1978
Library User's Survey - Spring 1978
Marriage and The Family - Journals, August 1978
Medical/Health Related Journals - November 1977
Medical (Malpractice) Insurance - July 1976
Metric System - November 1977
National Health Insurance - November 1977
New Reference Books - (Quarterly)
Noise Pollution - March 1977

Nuclear Reactor Safety
Nursing and Anthropology - July 1977
Nursing Journals - November 1977
Nutrition - March 1977
Nutrition...Psychological Effects - June 1977
Open Marriage - October 1976
Organizational Climate - July 1977
Palestinian Question - August 1976
PBTE - Performance Based Teacher Education - February 1978
Problem-Oriented Nursing - September 1978
Prostitution - October 1976
Psychology Journals - May 1977
Revenue Sharing - July 1976
Science Periodicals
Sickle Cell Anemia - April 1977
Social Responsibility - May 1978
Solar Energy - May 1977
Terminal Care - March 1978
Terrorism - February 1977
Transportation - April 1977
Understanding Investments - August 1977
U.S. Presidential Elections - April 1976
Use of Card Catalog - October 1976
Using the Library to Write Term Papers - Summer 1976
Wife Abuse - April 1978
Women - December 1976
Work Incentive Schemes - July 1977