

1974

Annual Report 1973-1974

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UNIVERSITY OF NORTH FLORIDA



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**ANNUAL
REPORT**

1973 - 1974



UNIVERSITY OF NORTH FLORIDA
LIBRARY

A N N U A L R E P O R T
1973 - 1974

BY
ANDREW FARKAS
DIRECTOR OF LIBRARIES

JACKSONVILLE, FLORIDA
1974

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INTRODUCTION

At the end of the last fiscal year, which was also our first full year of operation, the library staff assessed the progress made up to that time, identified the tasks that lay ahead, established priorities for the second school year and prepared a work plan for the attainment of its objectives.

Details relating to the various departmental activities and accomplishments are reported by the administrative head of each unit in the chapters that follow. After reviewing our year-old list of specific objectives, we can report having fulfilled all those within our control. Notable exceptions are the implementation of SOLINET (Southeastern Library Network) which, according to latest developments, is scheduled to become operational in January, 1975 and our move to Phase II, the new addition to the original library structure. This building has been delayed considerably by the long series of difficulties afflicting the construction industry over the last eighteen months.

The quantitative aspects of our progress in collection development is reflected in the various statistical charts incorporated elsewhere in this report. The intangible and immensurable results of our determination to strive for quality have been brought to our attention during the year by numerous favorable comments from our clientele. While we are first to recognize that our collection is deficient in several areas, and we try to devote the necessary time, effort and funds to rectify these shortcomings, we were pleased to receive the unsolicited generous praise of those who found our resources satisfactory. Continued cooperation with faculty members and their awareness of our book needs should ensure the successful implementation of sound acquisitions policies.

Through judicious planning and careful internal budget breakdown we were able to satisfy all book demands and most periodical requests in our second year of operation. If the projected increase in the book budget materializes in 1974-1975, it will permit us to take on the permanent obligation of an enlarged subscription list. The usual monetary considerations will compel us to keep the purchase of back-files to a minimum and acquire them, if possible, in microformat.

Once again space became a problem during the second half of the fiscal year. Heavy acquisitions in certain subjects filled the shelves to capacity. Furthermore, construction and remodeling activities forced

the entire technical services operation to relocate in the reference area, in full view of the public, depriving our readers of study space, furniture and quiet. In retrospect, all concerned must be commended for enduring this period of strain and inconvenience without complaint and with a mature understanding of the inevitable. The Acquisitions and Cataloging departments were finally able to relocate at the turn of the fiscal year and the spacious new quarters were ample rewards for the three month period of inconvenience.

In the area of staffing, the major problem confronting us was to find a replacement for the dual position of Head, Acquisitions Department and Assistant Director for Technical Services. Miss Lucille Jans, who was filling this position, passed away on July 20, 1973 after a long illness.

The vacant headship of the Acquisitions Department was filled by promoting Mr. John Martin Hein from his former position as Serials Librarian. Mr. Hein, given full control of the Department, fulfilled the long-standing need for leadership in that area. In addition to streamlining all phases of the operation, he introduced several innovations in acquisitions routines which have since proven to benefit all library users through improved services. A detailed account of these changes is given in the chapter on acquisitions activities.

A matter of continuing and grave concern to all of us has been the existing salary scale of librarians within the State University System. In the face of mounting inflation it is disheartening enough that merit increases cannot and do not increase the individual employee's purchasing power. Professional librarians further suffer from the fact that the various adjustments accorded to career service employees in the last two years created an imbalance of salary scales, destructive for morale. The starting salary of a professional librarian is \$8,604.00 while a sub-professional library assistant starts at \$8,498.16.

Furthermore, this imbalance now enables a sub-professional employee who holds, at best, a B.A. or equivalent experience, to surpass in earnings a professional librarian with a Master's degree by more than one, or in some instances, more than two thousand dollars. The M.L.S. is regarded as a terminal degree that entitles its holder to a professional position and status in any library of the world. Consequently, a professional librarian should be given due recognition for his education, experience and level of responsibility in terms of remuneration and prestige. The persistent pay inequality in our system demands our attention in the year ahead. We must work out a solution to restore the professional status of our librarians not only in regard to the demands we impose upon them but in monetary rewards as well.

Towards the end of the fiscal year we were finally able to attend to several "house-cleaning" type projects that had been delayed reluctantly until now for lack of adequate help and/or staff time. Several of these are mentioned elsewhere in this report; the one that should be discussed here is the library inventory.

On June 10, following the close of the Spring Quarter, the library staff conducted its second complete physical inventory of library holdings. The last such inventory took place the day before the university opened. Since that time accurate statistics have been maintained on collection growth; therefore the discrepancy in the figures between the two inventories disclosed the actual losses in library material. This second inventory revealed that during the 21 months that elapsed between the two inventories, the library lost 3,570 volumes (exclusive of single issues of periodicals lost), or 2.8% of its holdings. Had the library maintained a full complement of staff from the beginning, our losses could have been curtailed by more stringent control at the exit point. To date, our situation has demanded that our circulation staff attend only to the circulation function of the department in its strictest sense. Devoting the necessary attention to security control would have splintered the available staff time to a degree that would have resulted in inadequate performance in all phases of the operation. An appropriate increase in staffing in order to alleviate the security problem and reduce book losses will more than justify the salaries expended for the purpose.

The library has seen a substantial increase in off-campus borrowers and non-university readers. The doors of the UNF Library are open to all members of the local community, but borrowers' privileges, for the time being at least, are extended only to those individuals who have a demonstrable need to use our facilities (teachers, doctors, lawyers, engineers, etc.). While our ambition is to serve the entire community, fiscal limitations coupled with heavy demands imposed upon our resources by faculty and students prevent us from offering everyone unrestricted access to our services. Before long, we hope to attain a level of staffing and holdings that will finally place the university library at the disposal of anyone wishing to take advantage of the provided material and services.

Just as in the developmental years, credit for accomplishments must be unconditionally accorded to the library staff, sub-professionals as well as librarians, whose undiminished work spirit, unwavering enthusiasm and strong determination to overcome obstacles made the overall progress possible. Implementation of our philosophy of trying to match work assignments to the employee's special skills and talents has continued to pay off. It has been demonstrated clearly that giving a free hand to each employee within the context of his position elicits

the highest quality performance from the individual. In addition, the established practice of involving the entire professional staff in administrative decisions has been continued and favorably endorsed by all concerned.

With the gradual elimination of unusual circumstances that by necessity accompany the birth of an institution and an academic library, we aspire to attain a high level of efficiency in all phases of library activities. Our success is entirely dependent upon the dedication of all library employees, continued support from our faculty, a much needed boost in staffing, and adequate funding in the years ahead to ensure the systematic growth of a balanced collection.

Andrew Farkas
Director of Libraries

TECHNICAL SERVICES DIVISION

The work of the division during this year is described in narrative and statistical terms by the following reports of its component departments, Acquisitions and Cataloging. However, several comments covering the activities of the entire division are appropriate at this point.

While the volume output of the division was less than last year by some 5,543 volumes, and this despite a slightly increased staff, the productivity of the Acquisitions and Cataloging Departments has increased enormously nonetheless. This is particularly evident when considering the fact that last year's output further increased an already large catalog card filing backlog by at least 90,000 cards. The present year's output was achieved without the creation of any filing backlog, and, thanks to the efforts of the entire library staff, the existing card backlog was eliminated.

The number of books cataloged and added to the collection is never as great as the number of volumes purchased during the year. Until the beginning of this fiscal year, all books not cataloged were added to a closed backlog, inaccessible to the public. The size of this backlog had grown to about 14,000 volumes, and while it has not been possible to reduce its size, it has been entirely converted into a public, freely circulating collection. This was accomplished by physically processing the books, assigning an arbitrary shelf number within the appropriate subject class, and posting that number on the original order slip filed in the title catalog. All new receipts are similarly handled if they are not to be immediately cataloged. This system, known as "FASTCAT", an obvious abbreviation of "fast cataloging", was designed by the Acquisitions Department specifically to relieve the Cataloging Department from doing any rush cataloging and to allow the latter department to adopt the operating policy whereby books are cataloged at a rate to correspond with the ability to handle and file all catalog cards generated in the process.

In a further effort to increase the productivity of the division, it was decided to depend as heavily as possible on commercially produced catalog kits. In 1972/1973 8,925 kits were purchased from Richard Abel and Company at a total cost of \$10,004.07 or an average cost of \$1.12 per kit. At the time, a kit consisted of catalog cards and several other components such as machine readable circulation cards, book pockets, and labels, which have since been dropped in an attempt to lower the average cost of a kit. In addition, many books were received fully processed and ready for the shelves. This latter service was discontinued because of the high cataloging and preparation charge for such service and because of the time factor involved between

order and receipt of processed materials. During the current year, 19,891 kits were purchased at a total cost of \$12,931.27 or an average cost of \$.65 per kit. The dramatic drop in the average cost of kits has been achieved through local processing and in-house production of all circulation cards.

A final indication of the increased productivity of the division is evidenced by the fact that not only was a substantial volume output maintained with no filing backlog, but the first phase of an exhaustive shelf inventory was completed. In addition, several other major projects were accomplished during this period. These are discussed more fully in the following departmental reports.

TECHNICAL SERVICES - Acquisitions Department

In response to changing needs and increased responsibilities, the Acquisitions Department was reorganized at the beginning of the present fiscal year. The department is now comprised of three related units. In addition to the Serials Section, two new sections were created: Bibliographic Search and Central Processing. The responsibilities of the Serials Section remained essentially unchanged from past years. When the Serials Librarian became Head of the Acquisitions Department, the stability of the Serials Section was such that the addition of one new library assistant compensated for the loss of a full-time professional. However, this situation will not remain acceptable as the library's subscription and standing order list grows in coming years and as complicated automation programs must be implemented as a result of SOLINET membership.

The creation of the Bibliographic Search and Central Processing Sections signaled a great change of emphasis in the Department. With the frenetic years of initial collection development behind us, there remained an urgent need to formalize and tauten procedures of the past and to better coordinate the activities of the Acquisitions and Cataloging Departments.

The Bibliographic Search Section, established around a new professional position, was created in order to improve the bibliographic practices of the department. Its activities are particularly important in a pre-order context, to eliminate any duplication of search procedure between Cataloging and Acquisitions, to coordinate and control the ordering of catalog card kits from commercial sources, and to streamline procedures so that a backlog of order-requests can not accumulate as in the past.

The Central Processing Section, presently headed by a library assistant transferred from the Cataloging Department, coordinates the workflow of the Technical Services Division and is accountable for all library resources in the purview of the division from the moment of their receipt until they have been forwarded to the collections for public use. The section is additionally responsible for all physical processing of library resources, for the production of those few catalog card kits not supplied from commercial sources, and for the processing of invoices covering library resources received.

The net effect of reorganization has been to place much more emphasis on bibliographic accuracy than formerly, particularly in regard to the preparation of documents for the public catalogs. Collection development remains very important and now has a much broader base of participation since the University is functioning with a full complement of faculty members. The library's public service units are also encouraged to participate as fully as possible in monitoring the growth and development of the collection.

The larger part of the library's acquisitions is still comprised of those books received for examination through the Abel Approval Plan. Day-to-day administration of the program is shared by Central Processing and Bibliographic Search, the former supplying all processing and movement of materials, the latter responsible for technical review and bibliographic accuracy. In a further effort to involve faculty members in book selection, "form selections" are now made by the departments rather than by the Acquisitions Librarian. In order to take full advantage of the Approval Plan and to maintain its effectiveness, it became necessary to update the subject profile which predetermines the type of material received on approval. A series of meetings have taken place with the various academic departments and, with the assistance of faculty members, appropriate adjustments have been made to reflect changes and developments in the curriculum.

Concurrently with the completion of Phase II construction, the Acquisitions Department finished its most ambitious project of the current year: the expansion into remodeled facilities in the Technical Services area. In preparing for heavy construction, it was necessary to vacate the present work areas and, in so doing, to relocate the library's unprocessed backlog of over 14,000 volumes. Facilitating the entire project was the library's year-old FASTCAT system, a creation of the Acquisitions Department whereby newly received books are immediately processed for inclusion in a public, circulating collection. Work was begun at the beginning of the present fiscal year to process the library's backlog for the FASTCAT

collection, and the conclusion of this project coincided with the need to abandon the present Technical Services Area. During the final week, a remaining 3,000 volumes were prepared for the collection.

As a byproduct of "fastcating" the library's backlog, the Acquisitions Department has completed weeding the title catalog of "blind" order cards. In preparing a book for the FASTCAT collection a label giving the FASTCAT call number is affixed to the on-order card which was filed in the title catalog when the order was placed. All order cards not bearing such labels were subsequently pulled and checked to see if they were still needed. Further action was then taken to either cancel old orders or to claim outstanding items.

Acquisitions Department staff participated in two library-wide projects during Fiscal year 1973/74: the filing project in which the catalog card backlog was eliminated and the shelf-inventory whereby the collection was scanned to make sure all volumes were represented in the catalogs.

John Martin Hein
Head, Acquisitions Department

TECHNICAL SERVICES - Cataloging Department

The fiscal year 1973-74 was one of major change for the Cataloging Department. In the area of personnel, the professional staff gained a much needed third member, an Assistant Cataloger. Among the clerical staff, a typing pool was formed under the immediate supervision of the senior Clerk/Typist and the professional direction of a Catalog Librarian and the Order Librarian. This pool is now responsible for filling all the clerical needs of the Technical Services Division.

In terms of basic cataloging procedures, the continuing goal of the department has been to achieve a balanced work flow between the two major elements of the cataloging process - books and cards. The reorganization of the Acquisitions Department had significant effects on the movement of books through the department. The FASTCAT system, by making newly acquired materials accessible to the public through the title catalog, relieved the great pressure on the department to fully catalog these items immediately. This relaxation in terms of space and time enabled both Acquisitions and Cataloging to gain greater control over the flow of books into the cataloging process and to regulate both the quantity and type of materials being handled. In addition, the establishment of the Bibliographic Search Section within the Acquisitions Department improved the quality of bibliographic information which accompanies an item into cataloging. This improvement has meant a reduction in the amount of time spent by catalogers in bibliographic verification, thus increasing both the quantity and quality of their work in matching the appropriate cataloging copy with book in hand.

An increase in book cataloging activities brings a proportionate increase in the number of cards to be processed and filed. The department is making use of a high percentage of commercial cards ordered and received through the Bibliographic Search Section of the Acquisitions Department. Formerly the filing element on these cards had to be underlined before they could be routed to the catalogs. A change in the card format, placing the printed filing element in the top margin of the cards, eliminated the need for underlining. This modification speeds up the card processing routine and provides a constant supply, from the cataloging process, of commercial card sets ready for immediate filing. Underlining was also discontinued on the small percentage of locally typed and reproduced card sets which the department continues to generate. The filing elements are now typed as headings in the top margins of these sets as a part of the standard card processing routine. Both commercial and typed cards are routed to the catalogs in a weekly batching system of filing which prevents the accumulation of any substantial filing backlog. In sum, the over-

all effect of these changes in organization and procedure has been to streamline the flow of materials and cards and to establish effective control routines.

A constant consideration in the development of departmental operations is the effect which the implementation of SOLINET will have on cataloging routines. As time permits, the professional staff is utilizing this period of pre-installation to become familiar with automation manuals and to remain current with developments in the SOLINET system through official newsletters and attendance at professional conferences.

In conjunction with its continuing responsibilities, the department, with contributions of time and personnel from all departments of the library, completed two major projects. The large filing backlog which had developed for both the author and subject catalogs was eliminated and guide cards were typed and filed in both catalogs. The second project, the shelf check, was completed in an initial stage - an inventory of all fully cataloged library materials. A second phase of the shelf check, a holdings check to establish and record in the shelflist and title catalog the volumes of sets and serial publications and the copies of monographs held by the library, should be completed during the fall of this year.

Along with these special projects, additional funds became available during the later months of the year which permitted the hiring of part time personnel and overtime employment of library staff. In a two month period, the department was able to catalog approximately 6,000 titles and process the bulk of the cards generated from this cataloging. The total number of titles cataloged during the year was raised to 16,246.

In the coming year, the department will work with two basic objectives. The first will be to raise the level of bibliographic integrity and usefulness of the public catalogs. To achieve this goal, projects planned include: typing the filing element as headings on the added author cards in the author catalog; refileing the title catalog to standardize the filing title and generate guide cards; and providing a system of cross-reference cards in the subject catalog (pending a new edition of the Library of Congress subject headings list to be published early in 1975). The department will also complete the holdings check, as described above, and the provision of holdings information in the title catalog should greatly enhance the information value of the catalog for both the public and the library staff. Most significantly, the

second objective, the successful implementation of SOLINET, will have major effects on the flow of books and cards through the department. On the administrative level, a replanning of departmental organization and procedures will be necessary while staff members will be participating in training sessions and workshops conducted by SOLINET. The goal of the department will be to efficiently assimilate the benefits of the computerized system while maintaining a satisfactory level of productivity in terms of both quantity and quality of cataloging.

Linda S. Lockwood
Acting Head, Cataloging Department

PUBLIC SERVICES - Reference Department

Fiscal year 1973-74 was a year of growth for the reference department staff and the reference collection. This two pronged growth enabled us to increase and upgrade many of our existing services, as well as to introduce a few additional services in order to better serve our patrons.

With an increase of three FTE's, the department now has 3.5 professional librarians, two library assistants and one Clerk Typist III, the latter attending to the typing needs of both the Reference and Documents departments. For the first time since the library opened, the Documents Department is serviced by a professional librarian on a full time basis. The new staff members brought additional subject specialities to the department which made it possible to offer more extensive services to library users. This increase in staff and expertise enabled the department to engage in many other projects which formerly had been neglected due to staff size limitations. An audio visual (slide/cassette tape) library orientation presentation was initiated and is scheduled for completion prior to the start of the Fall Quarter. Several comprehensive bibliographies on energy resources, transportation and education were prepared. Presently several others are being prepared on pertinent topics, noteworthy among these is the one on career information. Work was begun on a major authors project which will assure us of having most of their principal works in the collection. The hours of professional reference service provided increased from 50 to 57 hours per week. It is our ambition and hope that once the demonstrable need for a larger staff has been satisfied, we will be able to provide professional reference service during all library hours.

In addition to organizing and attending departmental in-service training sessions, the reference staff actively participated in the expansion and development of the reference collection. Several extensive surveys of the existing collection were conducted to determine gaps and weaknesses. Once these inadequacies were identified, orders were generated to strengthen the deficient areas of the collection. The implementation of the FASTCAT system (see: Acquisitions Department) had a noticeable impact on the comprehensive growth of the collection, on the depth, breadth and speed of acquisition of new materials.

In response to increased demands we have expanded our coverage of college catalogs. As a result of a crash program, we now hold a comprehensive collection of catalogs from domestic and foreign colleges and universities, and we are able to provide information about general or specialized training at institutes of higher learning.

We were pleased that favorable circumstances enabled us to increase our services significantly both in quality and quantity, and hopefully we will continue to improve them to the benefit of the university community.

Dorothy P. Williams
Assistant Director for Public Services
and Head, Reference Department

PUBLIC SERVICES - Documents Department

Since the first annual report, the documents collection has increased from 10,072 documents to 20,019. The largest addition has been in the federal documents section. Since June 20, 1973 7,353 federal documents have been received and processed. The U. N. Collection has remained static, but a collection of Jacksonville material from the city government, including the city charter and the budget, has been started. Since February, 1974, 191 documents from city agencies have been received.

The documents collection is now in a good position to give strong support to both the reference and the general collections. Notable acquisitions on microfilm include the Congressional Record from 1789, the American State Papers, Federal Register from 1963, and the Congressional hearings and serial set for the years 1970, 1971 and 1972 on microfiche. The past three decennial censuses of population are available in hard copy. To supplement access through the Monthly Catalog, the collection has added the recently published Subject Guide to the Monthly Catalog. Catalog cards have been placed in the main card catalog for some 40 government documents shelved in the documents area, and all periodicals now received in the documents department are represented in the public serials record.

Kathleen F. Cohen
Documents Librarian

PUBLIC SERVICES - Circulation Department

In its second year of operation, the Circulation Department has experienced radical change and restructuring. The workload has increased enough to necessitate forming specialized sections with more specific policy implementations. Circulation operations, reserve processing and interlibrary loans have all taken on separate identities. At the same time each section has been streamlined in procedure and function, often employing the computer to assist. Each of these operations, while still under the direction of the Circulation Librarian, has functioned on the same level as both the Reference and Documents Departments.

Circulation gained only one additional position this year (a Clerk Typist III). This assistance, teamed with the experience and ingenuity of the existing staff, has lessened the panic and smothering affect of the workload. Generally, the department has run smoothly on a day-to-day basis, without chronic backlogs.

With changes in the student pay scale, a more dedicated, willing-to-work student assistant staff has been developed. Delegation of specific responsibilities and a more complete training program has made this student staff an invaluable, integral unit of the library team.

As Phase II construction has progressed, the Circulation Department has had the project of keeping the collection accessible in the face of considerable change and confusion. During this period the volume of newly processed materials was particularly high and required special shelving projects to keep up with it.

CIRCULATION OPERATIONS SECTION

Circulation operations began the fiscal year using a strictly manual loan procedure while continuing to hope for an adequate automated circulation system. In August the procedure was upgraded to a semi-automated system (to at least benefit from the notice and billing features of the programs). Specifications for the state-wide bid for the automated circulation transactor were developed on specifications written for the UNF installation. The University of North Florida Library was the first to benefit from this bid when the new equipment was installed in June, 1974. A full package of support programs are in the process of being written.

As an outgrowth of the sophisticated new circulation control equipment, a special project was initiated and completed in three months to modify the circulation card of each book in the collection. Other highlights of the year include a more sophisticated billing system, a project to standardize the circulation book cards, and a regular program of stack maintenance. Priorities have been shifted to increase efficiency, and policy implementations have streamlined operations. By Fall 1974, the plans are to have all circulation computer files addressable in an on-line mode. The Circulation Department maintains an 82 hour per week schedule.

RESERVE PROCESSING SECTION

Mushrooming beyond expectation, the Reserve Collection has grown to proportions requiring a separation of Reserve Circulation (handled by Circulation Operations) and Reserve Processing. The library has maintained an active collection in excess of 2,000 volumes and processed requests for additions, deletions, and changes in excess of 6,000 for this fiscal year.

The development of a fast processing procedure employing computer generated "kits" has cut the processing time for uncataloged materials by two-thirds. Service has been expanded to provide three and seven day reserve in addition to the usual in-library reserves. Already using computer printouts, plans are to have the collection data base on-line by the Fall Quarter. Special projects completed by the Reserve Section include modifying the circulation cards in the collection to receive full benefit from the new circulation control equipment, restructuring of the reserve data base, modifying the access printouts and developing a more explicit policy and manual. A comparative survey of all SUS reserve operations was taken and distributed.

Robert P. Jones
Head, Circulation Department

OBJECTIVES FOR FISCAL YEAR 1974-1975

- 1.) To execute the move into Phase II; to receive and install the shelves and furniture and to reshelve the entire collection.
- 2.) In conjunction with the above, to separate the backfiles from the general collection, merge them with the current periodicals and relocate the entire periodicals collection in the Phase II part of the library. Implement TEMPOK security system for current issues.
- 3.) To prepare for the implementation of SOLINET (Southeastern Library Network).
- 4.) Hire and train a Serials Librarian.
- 5.) Develop departmental procedure manuals for Acquisitions, Serials and Cataloging.
- 6.) Design and implement an automated acquisitions system.
- 7.) Modify automated serials record.
- 8.) Implement necessary changes in the public catalogs to comply with characteristics and limitations of SOLINET.
- 9.) Complete holdings check as described in the chapter on the Cataloging Department.
- 10.) Catalog the curriculum collection and establish procedures for the routine handling of future curriculum materials.
- 11.) Design and implement an audio-visual library orientation.
- 12.) Provide professional reference coverage for the periodicals collection.
- 13.) Develop automated "Receivables" system.
- 14.) Implement security check station at the entrance/exit point.
- 15.) Develop automated on-line data base for reserves.
- 16.) Develop a simplified billing system for interlibrary loan.

UNIVERSITY OF NORTH FLORIDA LIBRARY

New Employees

A & P - BIOGRAPHICAL SUMMARIES

KATHLEEN FRANCIS COHEN joined our staff on November 11, 1973. She received her undergraduate degree in History and her M.L.S. from Florida State University. Prior to her employment with us, she spent three years on the staff of the Jacksonville Public Library. Mrs. Cohen assumed the position of Documents Librarian. She is currently Vice-President and President-Elect of the Duval County Library Association.

ANN BURTON HENDERSON joined our staff September 21, 1973. She received both her undergraduate degree in French and her M.S.L.S. from the University of South Carolina. Mrs. Henderson assumed the position of Assistant Cataloger. Before entering library school, Mrs. Henderson spent three years as library assistant in the Acquisitions Department of McKissick Library at the University of South Carolina.

KATHRYNE B. STEFFENSON joined our staff September 1, 1973, after two years of employment with the Jacksonville Public Library. Miss Steffenson received both her undergraduate degree in History and her M.L.S. from Florida State University. Miss Steffenson assumed the position of Order Librarian and Head, Bibliographic Search Section.

PROMOTIONS & CHANGES

Effective August 10, 1973, *Mrs. DOROTHY P. WILLIAMS* was appointed Assistant Director for Public Services. Concurrently with this promotion she had given up her duties as Documents Librarian but remained the Head of the Reference Department.

On September 1, 1973, *JOHN MARTIN HEIN* was promoted to Head, Acquisitions Department, giving up the title but not the duties of Serials Librarian. This arrangement was necessitated by the fact that contrary to our hopes, the UNF Library did not receive a large enough allocation of new professional positions to continue to devote one full time position to serials activities. While this dual assignment imposed excessive demands on Mr. Hein, it is anticipated that the next professional appointment, in fiscal year 1974-75, will be a Serials Librarian.

Concurrently with the termination of fiscal year 1973-74, *Miss FLORENCE PROTHMAN* has been relieved of her duties as Head of the Cataloging Department. The position is held on an acting basis by *Miss LINDA S. LOCKWOOD*, formerly Assistant Cataloger in the department.

AFFIRMATIVE ACTION STATISTICS

| | |
|---------------------------------|-----------|
| Administrative and Professional | 20% Black |
| Career Service Personnel | 40% Black |

CAREER SERVICE PERSONNEL

Termination prior to June 30, 1974

| <u>NAME</u> | <u>DATE OF HIRE</u> | <u>TERMINATION DATE</u> |
|---------------------|---------------------|-------------------------|
| Rosemarilyn Bing | 1/26/71 | 6/22/72 |
| Eileen Brady | 2/25/74 | 6/28/74 |
| Linda J. Copeland | 4/02/71 | 4/23/71 |
| Clarice A. Coston | 11/02/70 | 6/09/72 |
| Beatrice Green | 9/17/71 | 1/31/72 |
| Estalena Heard | 6/04/73 | 11/23/73 |
| Virginia Johnson | 1/02/73 | 5/31/73 |
| Cynthia B. Markwell | 3/18/71 | 11/27/73 |
| Susan B. Matthews | 10/02/72 | 2/01/73 |
| Fay H. Maye | 8/16/72 | 1/04/74 |
| Hannelore A. Miller | 7/30/71 | 6/28/73 |
| Elizabeth R. Mock | 11/29/71 | 6/22/73 |
| Joan P. Pelous | 7/07/72 | 9/29/72 |
| Norma J. Poisson | 8/23/72 | 3/14/74 |
| Eleanor Puckett | 9/25/73 | 11/27/73 |
| Donna M. Richards | 5/21/71 | 8/23/71 |
| Eileen T. Scott | 9/20/71 | 7/13/72 |
| Iva B. Smith | 8/20/73 | 11/30/73 |
| Anita C. Stanton | 1/15/73 | 6/30/73 |
| Janet L. Summers | 8/10/73 | 8/17/73 |
| Cheryl S. Wilson | 2/09/72 | 5/10/73 |

Presently employed in the Library

| <u>NAME</u> | <u>DATE OF HIRE</u> | <u>POSITION</u> |
|------------------------|---------------------|--------------------|
| Peggy A. Berry | 1/10/74 | Clerk Typist III |
| Patricia B. Cannon | 8/30/71 | Clerk Typist III |
| Nancy J. Hughes | 6/21/74 | Clerk Typist II |
| Karen Kent | 5/29/70 | Secretary IV |
| Martha A. Lane | 9/31/71 | Clerk Typist II |
| Bruce T. Latimer | 5/01/73 | Library Assistant |
| Delma S. Lewis | 10/26/70 | Library Assistant |
| Shirley L. L. McFadden | 7/12/71 | Library Assistant |
| Carolyn McIlwain | 3/19/73 | Clerk Typist II |
| Susan E. Mole | 9/21/73 | Library Assistant |
| Gregory B. Padgett | 2/25/74 | Library Assistant |
| Mary F. Palm | 4/05/74 | Clerk Typist II |
| Maria F. Penderleith | 7/16/73 | Library Assistant |
| Wynona A. Saddler | 8/23/71 | Library Assistant |
| Ella Sue Santana | 10/24/72 | Key punch Operator |
| Christine A. Siim | 11/29/71 | Library Assistant |
| Richard P. Silva | 11/15/73 | Library Assistant |
| Reavelle B. Stephenson | 8/07/72 | Library Assistant |
| Nancy L. Vermeulen | 10/08/73 | Library Assistant |
| Arnold A. Wood | 9/21/73 | Library Assistant |
| Mary L. Wright | 9/01/71 | Library Assistant |

GRANTS

Early in July of 1973 the Bureau of Libraries and Learning Resources of the U. S. Office of Education announced that we were the recipient of a \$5,000.00 library resources grant. This grant was awarded under Title II, Part A, Sections 202 and 203 of the Higher Education Act. The funds were earmarked for upgrading our holdings in the area of transportation and logistics. Important acquisitions in this area were:

Transportation masterfile. 1921-1971.
140 reels of 35mm positive microfilm,
purchased from the U. S. Historical
Documents Institute.

This is a comprehensive collection of over 700,000 abstracts covering the literature in all phases of international transportation during a fifty year period. The abstracts were filmed from two important catalogs created by the U. S. Department of Transportation Information System. Organization of the abstracts is by subject, and the entire collection is indexed in two separate hard copy volumes.

NOTABLE ACQUISITIONS 1973-1974

Times, London. Index to the Times. v.1-132 (1906-1967) 132 volumes.
Purchased in the reprint edition from Kraus Reprint.

Title varies: 1906-13 as The Annual Index; 1914-Jan/Feb 1957 as The Official Index. Monthly, 1906-June 1914 with annual cumulations for 1906-13 and semiannual cumulation for Jan-June 1914; quarterly, July 1914-1956; bimonthly with no cumulations for 1957-to date.

The tool is a detailed alphabetical index to the final edition of The Times, referring to date, page, and column. Material from earlier editions of the paper is also indexed.

The Times Literary Supplement was included in the indexing from 1906-1921.

Times, London. Palmer's Index to the Times Newspaper. 1790-1905.
65 volumes. Purchased in the reprint edition from Kraus Reprint.
Originally published between 1868 and 1943.

Quarterly, beginning with the index covering Oct-Dec 1867, published in 1868. The indexes for preceding volumes have been issued in the reverse order, beginning with the one covering July-Sept 1867, published in 1875.

The index was published through 1943 with indexing covering issues of The Times through June 1941; however, the library has purchased only that part which precedes the Index to the Times, noted above.

New York Times. 1851-1939. 1,376 reels of 35mm positive microfilm.

With the purchase of this segment of the New York Times, the library's holdings of this important research tool are now complete. As the current issues are filmed, the library acquires the microfilm and discards the accumulating daily issues.

The Congressional Record. 1789-to date. 650 reels of 35mm negative film plus 220 bound volumes.

The library's holdings of this daily record of the proceedings and debates of the U. S. Congress are now complete. Issues through 1970 are preserved on microfilm with those from 1971 to date coming in permanent bound volumes from the Government Printing Office. Indexes to the entire set are in bound format.

From 1789-1824, the record was called the Annals of Congress; in 1824 the title changed to the Register of Debates, and in 1833 it changed again to the Congressional Globe. From 1873 to date the title has continued as The Congressional Record.

Commerce Clearing House. Labor Law Library.

This is an important collection of services, backfiles, and guidebooks which has been purchased to support courses in Labor Law and a continuing education program, Labor Relations for Municipal Managers.

Some of the more important titles included in the collection are the Labor Arbitration Awards, Labor Law Reports, Labor Cases, Labor Law Reporter, National Labor Relations Board Decisions, and the Employment Practices Decisions.

American State Papers. 38 volumes on 18 reels of microfilm.

The legislative and executive documents of the 1st through 25th Congresses, 1789-1838. This complements our complete holdings of the Congressional Record.

1960 Census of Population.

The library now has a complete run of the past three decennial Census of Population.

LIBRARY SCIENCE COURSES

In addition to their regular work assignments, the library staff continued to offer undergraduate library science courses, designed to enable school teachers in our immediate geographical vicinity to accumulate the necessary credit hours to obtain state certification for school librarianship. With the development and addition of a new course in Acquisitions - LIS 302 - the number of courses was increased from four to five. This moderate expansion brought back several former students, and on the evidence of an increased enrollment, we were pleased to experience a widening of interest in these courses. There were many students, who by present or projected employment, had only a marginal need for this information. Yet they felt that the knowledge acquired would benefit them sufficiently in their academic endeavors to justify the effort in taking the course.

We offer the following statistical breakdown for an easy overview of the program.

COURSES TAUGHT 1973-74

| <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 1973 | LIS 300: Introduction to Bibliography/ Reference - Theory | 3 | 5 | 15 |
| Fall 1973 | LIS 301: Introduction to Bibliography/ Reference - Practice | 2 | 3 | 6 |
| | LIS 303: Introduction to Cataloging and Classification | 5 | 6 | 30 |
| | LIS 305: Audio-Visual Services in Libraries | <u>5</u> | <u>25</u> | <u>125</u> |
| | SUB TOTAL | 12 | 34 | 161 |
| Winter 1974 | LIS 300: Introduction to Bibliography/ Reference - Theory | 3 | 15 | 45 |
| | LIS 305: Audio-Visual Services in Libraries | <u>5</u> | <u>18</u> | <u>90</u> |
| | SUB TOTAL | 8 | 33 | 135 |
| Spring 1974 | LIS 301: Introduction to Bibliography/ Reference - Practice | 2 | 6 | 12 |
| | LIS 302: Introduction to Library Materials/ Acquisitions | <u>5</u> | <u>12</u> | <u>60</u> |
| | SUB TOTAL | 7 | 18 | 72 |
| <u>SUMMARY:</u> | Total Students | 90 | | |
| | Total Courses | 8 | | |
| | Total Quarter Hours | 398 | | |
| | FTE's Generated | 26.5 | | |

MEMBERS OF THE LIBRARY ADVISORY COMMITTEE
as of June 30, 1974

| | | | |
|-------------------|-------------|---|-----------------|
| Mr. P. D. Baysore | Student | History | Arts & Sciences |
| Mrs. M. Grimes | Instructor | Elementary & Secondary Education | Education |
| Dr. B. Gutknecht | Ass't Prof. | Elementary & Secondary Education | Education |
| Mrs. J. Newton | Student | Elementary & Secondary Education | Education |
| Dr. S. Pachori | Ass't Prof. | Language & Literature | Arts & Sciences |
| Dr. C. Rasche | Ass't Prof. | Sociology & Social Welfare | Arts & Sciences |
| Ms. C. Salveter | Student | Elementary & Secondary Education | Education |
| Dr. T. Tabor | Ass't Prof. | Physical Education & Health | Education |
| Dr. M. R. Vaghefi | Ass't Prof. | Management, Marketing & Business Law | Business |
| Mr. D. Wegman | Ass't Prof. | Accounting | Business |

Faithful to the original concept of convening only when there are important matters to discuss, the committee met seven times during the school year. In addition to routine business attended to by the Committee, highlights of the meetings were: an extensive discussion of the role and scope of authority the committee represents, a wider exposure that would make the entire university community aware of the activities of the committee, and systematic advertisement in the university newspaper of all meetings to enable interested observers to attend.

LUCILLE JANS MEMORIAL BOOK FUND

It has been indicated in the first annual report that the Lucille Jans Memorial Book Fund was inaugurated following the demise of Miss Jans on July 20, 1973. Donations, ranging from \$3.00 to \$120.00 were received from her friends and associates coast to coast and from abroad. The contributions now total \$1,070.00. We intend to spend this amount on books, individually selected or acquired as a collection, in fields of special interest to Miss Jans. We expect to maintain this fund indefinitely, and we will encourage future donations to it.

This is the proper place to offer our deep gratitude to all of those who chose to pay tribute to Miss Jans through their generous contributions. The following is an alphabetical listing of the donors.

| | |
|--------------------------------|--------------------------------|
| Richard Abel and Company, Inc. | Dr. & Mrs. R. L. Lassiter, Jr. |
| Ms. Loretta A. Amaral | Ms. Hannelore M. Lau |
| Ms. Edith V. Antunes | Miss Linda Sue Lockwood |
| Mr. Rolf S. Augustine | Mrs. Ethel F. Lukavich |
| Ms. Nadine Baldwin | Ms. Judith M. McCabe |
| Mrs. Betty Jo Brown | Mrs. Cynthia B. Markwell |
| Dr. Dale Clifford | Ms. Patricia J. Medina |
| Miss Fern Cohen | Ms. Louise K. Mills |
| Mrs. Clarice Coston | Ms. Lola D. Pelliccia |
| Mr. & Mrs. Richard R. Daniels | Mr. William V. Perry |
| Ms. Georgia Dillard | Miss Florence Prothman |
| Mr. & Mrs. A. P. Donley | Mrs. Orpha Richey |
| Mr. & Mrs. F. J. Douglass, Jr. | Dr. Andrew A. Robinson |
| Mrs. Leonie Boyd Erickson | Dr. Samuel E. Russell |
| Mr. & Mrs. Andrew Farkas | Ms. Ingeborg Schelz de Luviane |
| Ms. Mary B. Farrens | Dr. Hilde S. Schlesinger |
| Ms. Margaret D. Felts | Miss Kathyne B. Steffenson |
| Mr. Jack S. Funkhouser | Ms. Deborah G. Stiefel |
| Mrs. Beatrice B. Germano | Ms. Hilda M. Suenkel |
| Miss Rose Marie Gruby | Dr. & Mrs. Werner J. Suttner |
| Dr. Gary Harmon | Ms. Louise Tomplins |
| Mr. & Mrs. Fred Holmes | Mrs. Mary Jane Valente |
| Mr. & Mrs. D. H. Iwan | Dr. & Mrs. William L. Wharton |
| Ms. Rachel Kahn-Hut | Mrs. Dorothy P. Williams |
| Ms. Karen Kent | Mr. & Mrs. Forest Wood |
| Mr. Winifred E. Kistler | Ms. Valerie R. Zito |
| Ms. Tillie Krieger | |

1973-1974
DISPLAYS SHOWN

| <u>Exhibitor</u> | <u>Duration of Exhibit</u> | <u>Subject</u> |
|--|----------------------------|----------------------------|
| Student Work | August 1 - September 3 | Painting Exhibit |
| Shirley Vilutis | October 5 - November 1 | Sculpture |
| Randy Wilsey | October 1 - November 1 | Photography |
| Propellor Club of the United States | October 8 - November 1 | Awards & Charter |
| Student Work | November 1 - December 1 | Drawings |
| Bill Dennis | January 1 - 30 | Painting & Graphics |
| Sawmill Slough | January 14 - March 1 | Conservation Pictures |
| Isadore Seltzer | February 4 - 19 | Illustrations |
| Student Work (David Porter) | February 4 - March 4 | Illustrations |
| Alpha Phi Omega | March 1-30 | Charter & Flag |
| Library | March 15 - 30 | Covers from New Books |
| Arthur Hoener | March 4 - April 1 | Design & Painting |
| Tracy Dotson | April 4 - 30 | Pottery |
| Florida Library Association | May 1 - 10 | UNF Development & Services |
| Jerry Uelsmann | May 10 - 31 | Photography |
| UNF Art Department | June 2 - 31 | Student Show |

UNIVERSITY OF NORTH FLORIDA LIBRARY

Library Inventory

| <u>CATALOGED RESOURCES</u> | <u>1970-71</u> | <u>1971-72</u> | <u>1972-73</u> | <u>1973-74</u> |
|--|----------------|----------------|----------------|----------------|
| Beginning Inventory-Cataloged Units | -0- | 57,000 | 86,000 | 109,507 |
| Units of Library Resources Added | 57,000 | 29,000 | 27,316 | 21,773 |
| Number of Volumes Lost or Missing | -0- | -0- | -0- | (3,570) |
| Ending Inventory-Cataloged Units | 57,000 | 86,000 | 109,507 | 127,710* |
| <u>OTHER RESOURCES</u> | | | | |
| Beginning Inventory | | | | 12,374 |
| Government Documents Added | | | | |
| a.) Florida | | 2,674 | 1,506 | 2,403 |
| b.) Federal | | 1,182 | 4,093 | 7,433 |
| c.) United Nations | | -0- | 392 | -0- |
| d.) Jacksonville | | -0- | -0- | 191 |
| Maps | | | 1,133 | 185 |
| Music Scores | | | 1,150 | -0- |
| College Catalogs | | | 675 | 110 |
| Telephone Directories | | | 175 | 11 |
| E.R.I.C. Documents(est. 26,000 microfiche = 3,250 statistical units) | | | 3,250 | -0- |
| Ending Inventory-Other Resources | | | 12,374 | 22,707 |
| TOTAL COLLECTION STRENGTH | 57,000 | 89,856 | 121,881 | 150,417 |
| NUMBER OF VOLUMES IN PROCESS | | | 3,809** | 14,384 |

* This figure includes:
 122,666 Books and periodicals
 5,037 Microfilms (1 reel = 1 unit)
 54 Microfiche (8 fiche = 1 unit) = 7 units

** This figure was shown in First Annual Report as part of Ending Inventory. For the sake of clarity it is now given as a separate category.

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

UNIVERSITY OF NORTH FLORIDA LIBRARY

Acquisitions Department

BOOK OCO EXPENDITURES - In Dollars

| | <u>1970-71</u> | <u>1971-72</u> | <u>1972-73</u> | <u>1973-74</u> |
|--|----------------|----------------|----------------|----------------|
| 1.) Amount Allocated | 600,000.00 | 480,000.00 | 305,784.00 | 390,000.00 |
| 2.) Expenditures | | | | |
| a.) Approval Plans* | 59,849.35 | 119,000.00 | 118,019.54 | 131,284.66 |
| b.) Monographs* (including standing orders) | 362,786.68 | 223,500.00 | 90,889.33 | 106,198.31 |
| c.) Backfiles (original & microform) | 134,339.82 | 70,000.00 | 28,257.03 | 43,873.47 |
| d.) Current Subscriptions** | -- | 25,000.00 | 33,385.50 | 58,422.56 |
| e.) Binding | 21,610.60 | 24,000.00 | 17,151.59 | 16,608.14 |
| f.) A/V Materials | 21,413.55 | 15,000.00 | 1,500.95 | 18,500.00 |
| g.) Other (freight, postage, etc.) | -- | 3,500.00 | 1,836.01 | 1,063.48 |
| h.) Cataloging/Processing | -- | -- | 14,744.05 | 14,049.38 |
| TOTAL EXPENDITURES | 600,000.00 | 480,000.00 | 305,784.00 | 390,000.00 |

* Includes cost of processing.

** Includes subscriptions to newspapers & microfilm backups to paper throwouts.

UNIVERSITY OF NORTH FLORIDA LIBRARY

Cataloging Department

| | <u>1972 - 1973</u> | | <u>1973 - 1974</u> | |
|----------------------------------|---|--|-----------------------------|------------------------------|
| | <u>Titles Cataloged³</u> | <u>Volumes Cataloged³</u> | <u>Titles Cataloged</u> | <u>Volumes Cataloged</u> |
| <u>MONOGRAPHS</u> | | | | |
| a.) Advanced Cataloging | 4,392 | 4,392 | 1,271 | 1,271 |
| b.) Fast Cataloging ¹ | 5,071 | 5,071 | 3,292 | 3,292 |
| c.) "Abe1 Match" ² | 10,698 | 10,698 | 11,505 | 11,505 |
| d.) Added Copies/Volumes | <u>-0-</u> | <u>2,924</u> | <u>-0-</u> | <u>1,909</u> |
| Sub Total | 20,161 | 23,085 | 16,068 | 17,977 |
| <u>SERIALS</u> | | | | |
| a.) Advanced Cataloging | 53 | 53 | 64 | 64 |
| b.) Fast Cataloging ¹ | 250 | 250 | 114 | 114 |
| c.) "Abe1 Match" ² | 43 | 43 | -0- | -0- |
| d.) Added Copies/Volumes | <u>-0-</u> | <u>617</u> | <u>-0-</u> | <u>554</u> |
| Sub Total | 346 | 963 | 178 | 732 |
| GRAND TOTAL | <u>20,507</u> | <u>24,048</u> | <u>16,246</u> | <u>18,709</u> |

- 1 Cataloging with NUC copy, resulting in typed copy.
- 2 Matching commercial card sets to book in hand.
- 3 Includes only monographs and non-periodical serials.

UNIVERSITY OF NORTH FLORIDA LIBRARY

Acquisitions Department
Serials Section

| | <u>1970-71</u> | <u>1971-72</u> | <u>1972-73</u> | <u>1973-74</u> |
|---|--------------------------------|----------------|----------------|----------------|
| <u>TITLES ON SUBSCRIPTION</u> ¹ | | | | |
| <u>Beginning Inventory</u> | -0- | -0- | 1,160 | 1,310 |
| Newspapers Added ² | -0- | -0- | 16 | 4 |
| Other Serials ³ | | | | |
| a.) Paid Subscriptions | -0- | 1,118 | 122 | 98 |
| b.) Free/Gift Subscriptions | -0- | 42 | 12 | 9 |
| Year's Total | -0- | 1,160 | 150 | 111 |
| <u>Ending Inventory</u> | -0- | 1,160 | 1,310 | 1,421 |
| Titles on Standing Order ⁴ | -0- | 120 | 237 | 287 |
| <u>BINDERY STATISTICS</u> (Volumes Sent to Bindery) | | | | |
| Books | 51 | 1,382 | 295 | 116 |
| Periodicals | 2,581 | 2,625 | 2,356 | 3,619 |
| Year's Total | 2,632 | 4,007 | 2,651 | 3,735 |
| <u>PIECES HANDLED IN SERIALS SECTION</u> ⁵ | Section not yet established | 18,351 | 23,530 | 25,054 |

- 1 "Subscription" implies prepaid service for a defined term such as one or more years.
- 2 "Newspaper" indicates not only a publication issued on newsprint but one designed for the dissemination of general interest news. Computer World and Women's Wear Daily are, thus, not newspapers.
- 3 "Other Serials" include periodicals or journals, business services, legal services, and certain annuals and yearbooks not received on Standing Order.
- 4 "Standing Order" implies payment issue-by-issue or volume-by-volume as received. Few periodicals are placed on Standing Order, the technique is used largely for annuals, yearbooks, series, and irregulars.
- 5 Includes all items (issues, volumes, film reels, etc.) as received in the Section.

UNIVERSITY OF NORTH FLORIDA LIBRARY

Documents Department

DOCUMENTS COLLECTIONS

| | <u>1971-72</u> | <u>1972-73</u> | <u>1973-74</u> | <u>Cumulative Total</u> |
|--------------|----------------|----------------|----------------|-----------------------------|
| Florida | 2,674 | 1,506 | 2,403 | 6,583 |
| Federal | 1,182 | 4,093 | 7,433 | 12,708 |
| U. N. | -0- | 392 | -0- | 392 |
| Jacksonville | -0- | -0- | 191 | 191 |
| TOTAL | 3,856 | 5,991 | 10,027 | 19,874 |

UNIVERSITY OF NORTH FLORIDA LIBRARY

Circulation Department

RESERVE SECTION

7,467 Number of Requests Processed this
Fiscal Year

Reserve Collection Data Base

7,835 Active Records
2,839 Retired Records

10,674 Total

Reserve Circulation Transactions

14,416

CIRCULATION TRANSACTIONS

| | <u>1972-73</u> | <u>1973-74</u> |
|----------------------------------|----------------|----------------|
| Manual Transactions | -0- | 10,911 |
| Regular (Charged Out & Returned) | 26,567 | 42,596 |
| In-Library Use | 17,261 | 35,128 |
| Reserve Transactions | 9,900 | 14,416 |
| Still in Circulation | -0- | 3,871 |
| TOTAL | 53,728 | 106,922 |

UNIVERSITY OF NORTH FLORIDA LIBRARY

Circulation DepartmentINTERLIBRARY LOAN SECTIONA. REQUESTS OF UNF (24%)

| | | | |
|-------------------|-----|-------|-----|
| 1.) Book Requests | | | |
| a.) Filled | 69 | | |
| b.) Unfilled | 110 | | |
| | | TOTAL | 179 |

| | | | |
|-------------------------------|----|-------|----|
| 2.) Photoduplication Requests | | | |
| a.) Filled | 26 | | |
| b.) Unfilled | 15 | TOTAL | 41 |

| | | | |
|--------------|-----------|-------|-----|
| 3.) Summary | | | |
| a.) Filled | 95 (43%) | | |
| b.) Unfilled | 125 (57%) | | |
| | | TOTAL | 220 |

| | |
|--|----|
| 4.) Number of Different Libraries Requesting of UNF: | 12 |
|--|----|

B. REQUESTS ORIGINATED BY UNF (76%)

| | | | |
|--------------------|-----|-------|-----|
| 1.) Book Requests | | | |
| a.) First Requests | 176 | | |
| b.) Added Requests | 208 | | |
| | | TOTAL | 384 |

| | | | |
|-------------------------------|-----|-------|-----|
| 2.) Photoduplication Requests | | | |
| a.) First Requests | 254 | | |
| b.) Added Requests | 61 | | |
| | | TOTAL | 315 |

| | | | |
|--------------------|-----------|-------|-----|
| 3.) Summary | | | |
| a.) First Requests | 430 (62%) | | |
| b.) Added Requests | 269 (38%) | | |
| | | TOTAL | 699 |

| | |
|---|----|
| 4.) Number of Different UNF Requestors: | 85 |
|---|----|

| | |
|--|----|
| 5.) Number of Different Libraries Used by UNF: | 73 |
|--|----|

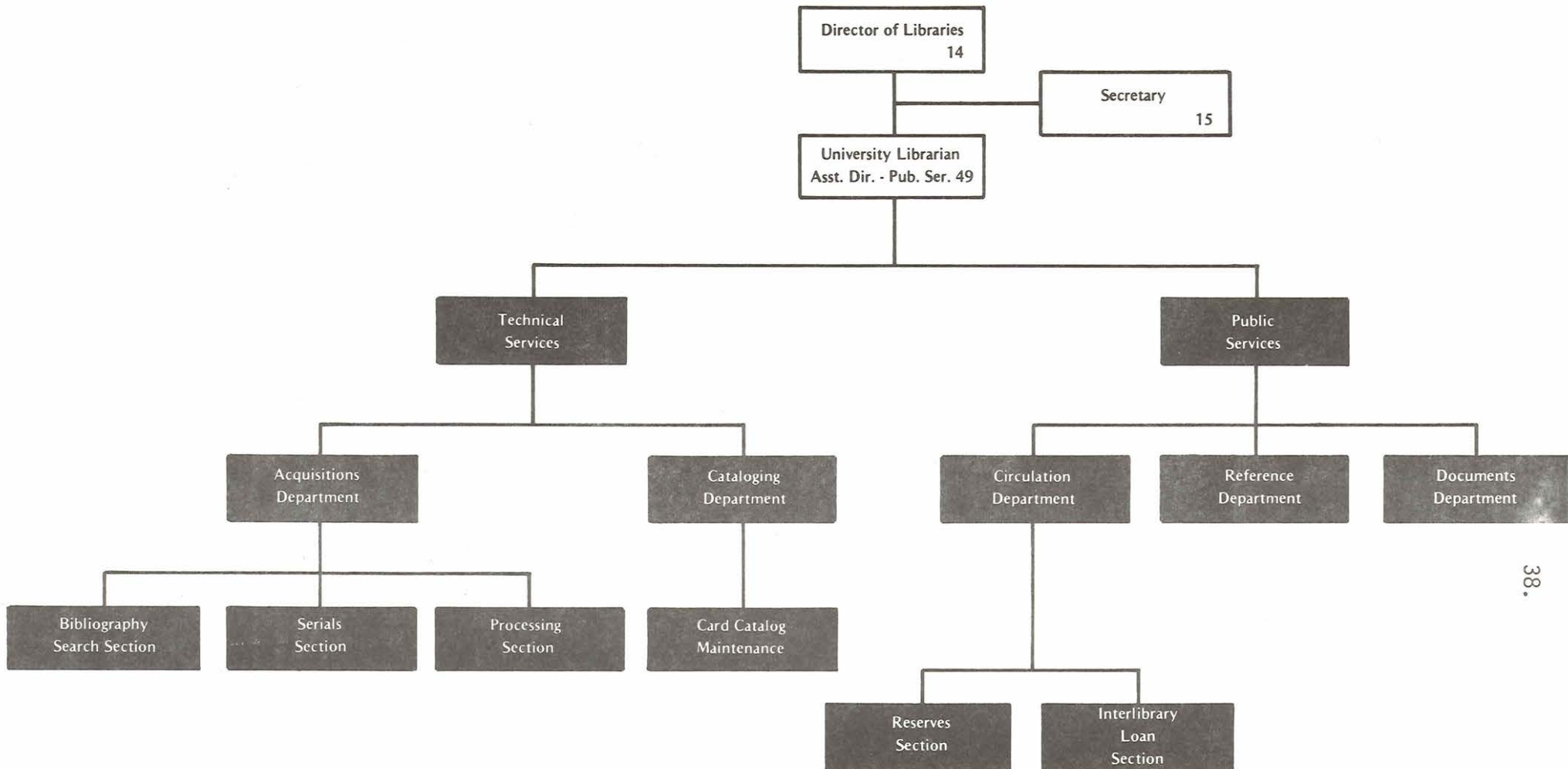
| | |
|--|-----|
| C. TOTAL COMPLETED INTERLIBRARY LOAN TRANSACTIONS: | 919 |
|--|-----|

| | |
|-----------------------------------|----|
| D. TOTAL TRANSACTIONS OUTSTANDING | 13 |
|-----------------------------------|----|

UNIVERSITY OF NORTH FLORIDA LIBRARY

Table of Organization

1973-1974



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LIBRARY ASST. 157

LIBRARY ASST. 52

CLERK TYPIST II 55

LIBRARY ASST. 162

CLERK TYPIST III 356

LIBRARY ASST. 462

CLERK III 463

CLERK II 464

