

1973

## Annual Report 1972-1973

Thomas G. Carpenter Library

Follow this and additional works at: [https://digitalcommons.unf.edu/library\\_reports](https://digitalcommons.unf.edu/library_reports)

---

### Suggested Citation

Thomas G. Carpenter Library, "Annual Report 1972-1973" (1973). *Library Annual Reports*. 20.  
[https://digitalcommons.unf.edu/library\\_reports/20](https://digitalcommons.unf.edu/library_reports/20)

This Text is brought to you for free and open access  
by the Thomas G. Carpenter Library at UNF Digital  
Commons. It has been accepted for inclusion in  
Library Annual Reports by an authorized administrator  
of UNF Digital Commons. For more information,  
please contact [Digital Projects](#).  
© 1973 All Rights Reserved

**UNIVERSITY OF NORTH FLORIDA**



**L  
I  
B  
R  
A  
R  
Y**

**FIRST  
ANNUAL  
REPORT**

**1972 - 1973**



**Jacksonville, Florida**

## TABLE OF CONTENTS

In Place of an Introduction.....	ii
Historic Overview.....	1
Acquisitions Department.....	1
Serials Section.....	3
Cataloging Department.....	4
Documents Department.....	5
Reference Department.....	6
Circulation Department.....	7
Library Facilities.....	11
Staffing.....	14
Personnel	
Administrative & Professional.....	15
Career Service.....	18
Significant Acquisitions.....	19
Gifts.....	19
Grants.....	22
Library Advisory Committee.....	22
Library Science Courses.....	23
Exhibits.....	24
Displays Shown.....	25
Specific Goals for Next Year.....	25
Last but not Least.....	26
Table of Organization.....	27
Charts.....	29

IN PLACE OF AN INTRODUCTION...

This Annual Report, the first, written by the first Director of Libraries, at the end of the first full year of operation of a new institution, represents considerably more than an ordinary document.

The virtue of being first gives any occurrence in life an added significance. This report is no exception. It signifies a resting place, a plateau from which we may review beginnings and contemplate the future. It is an occasion for taking stock and for looking ahead to chart the road that lies between two annual reports.

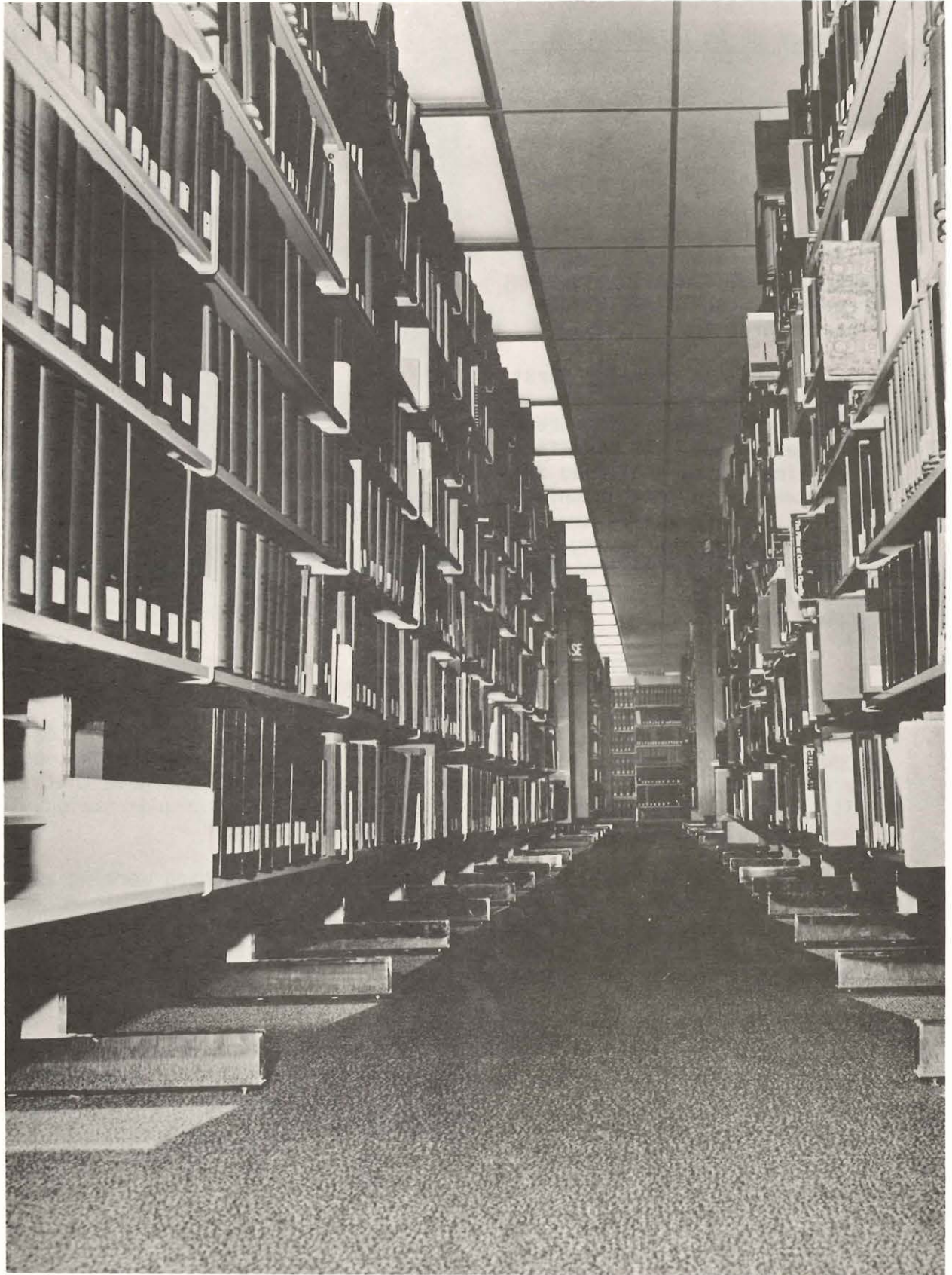
The present report has a dual mission. It provides the pertinent data on library activities expressed in statistical terms, but more significantly, it is a narrative of the work and efforts, trials and errors that went into the creation of the library. Although a written report may fail to capture or evoke the thrill and excitement experienced by all of us, I offer it to all interested readers with the hope that it will bring a better understanding of the magnitude of our undertaking, the difficulties we overcame, and the problems solved.

Credit for our modest accomplishments is due to a hard working and frequently overworked library staff whose labors made it possible to meet all of our projected objectives. In recognition and gratitude for their efforts I dedicate this first annual report to the staff of the University of North Florida Library.



*Andrew Jarkas*  
Director of Libraries

October 1, 1973



"...of making many books  
there is no end..."  
Ecclesiastes 12:12

## HISTORICAL OVERVIEW

The history of the UNF Library presents a composite picture, and the mosaics that make up the whole are the various chapters of this report. Enumerating the details would merely require a list of repetitive routines, and an overall statement telling that the library grew from zero holdings to 100,000 processed volumes in the time span of two short years is too concise to convey the amount of labor this monumental task required. Perhaps highlighting the activities of the individual departments will best serve the purpose.

From its inception we have believed that the primary holdings of the library are and will forever be books - objects with flipable pages. Therefore, we never doubted that, even though we will collect non-print material in large quantities, the bulk of the collection will consist of printed matter. At the same time we fully realized that a depository of books is not yet a library. The collection must be carefully selected; its steady growth must be ensured by adequate book budgets; it must be easily accessible through the various bibliographic tools created for the purpose; and it must be physically accessible to the readers.

## ACQUISITIONS DEPARTMENT

It is invariably the Acquisitions Department of a library that is responsible for the birth, development and growth of a collection. It was, therefore, dictated by practical necessity that the Acquisitions Department be staffed and set into motion before any other. Although the Director had laid the groundwork for the acquisition program during the months of June through August of 1970, the department officially came into existence with the hiring of the Acquisitions Librarian on August 28, 1970. Our stated objective was to assemble a viable collection consisting of not less than 100,000 volumes, all processed and on the shelves, ready for circulation by the time classes began in the Fall of 1972.

The dominant characteristic of our activities before the library opened was a continuous race against time. The two basic considerations that governed book selection were an attempt to cover all the primary and related fields of the projected curriculum and a desire to avoid material with built-in obsolescence. We had to keep in mind that the collection was meant to be used at the end of 1972 for the first time; therefore, many titles that would normally qualify for inclusion had to be overlooked because by the time the library opened, they would be replaced by more current material or newer editions.

The basic selection tool in assembling the core collection was the well known BOOKS FOR COLLEGE LIBRARIES (BCL) compiled under the joint editorship of Melvin J. Voigt and Joseph H. Treyz. A by-product of the University of California tri-campus program of the early sixties, this bibliography served the purpose well by providing a comprehensive listing for a basic collection. In 1970, slightly more than half of the 52,000 titles listed were still in print and, with minor exceptions most of these were purchased for the library. From the BCL titles available in reprint only, a selection was made of those which had lasting merit. Because the cut-off date of BCL was 1963, coverage was brought up-to-date by our jobber who generated a form for every single title that had been favorably reviewed in the ACRL publication CHOICE from its inception in 1964. With the help of these forms, once again individual selections were made. Our efforts to this point had resulted in an admittedly superficial but nonetheless adequately balanced core that covered most of the significant titles published during the 1960's in addition to a large quantity of reprints that were published earlier.

The projected curriculum of the University provided the necessary foundation for the drafting of a subject profile for the Approval Plan initiated in July, 1970. This profile remained in effect with slight modifications until the arrival of the teaching faculty. A Standing Order Plan for continuations started in January 1971, and single titles of reprints not listed in BCL were chosen for purchase in early 1971.

For all material purchased from Richard Abel & Company full processing was provided. This included a set of Library of Congress cards, spine label, book pocket and a punched IBM circulation card. It was quite obvious from the beginning that a Cataloging Department could not be activated quickly enough to handle a project of this magnitude. Commercial processing was the only method to assure the accomplishment of the objectives by target date. It is to the everlasting merit of Richard Abel & Company that its individual members and the company as a whole lived up to their obligations both in delivery and processing and that they respected our commitments including all the intermediate deadlines we were compelled to meet.

An Acquisitions Policy, with special attention accorded to gifts, was developed during the 1970-71 fiscal year. It is reviewed annually and adjusted, when necessary, to reflect our changing needs. Although initially only the Director and the Acquisitions Librarian were charged with book selection, following the arrival of the academic deans, chairmen and teaching faculty, collection development became and remains the combined responsibility of the entire faculty and library staff.

Remaining aspects of the early acquisitions program included the purchase of periodical backfiles either in the original format or on microfilm, the purchase of E.R.I.C. documents on microfiche, and the

establishment of a basic phonorecord and music score collection for the use of our Music Department. The initial list of periodical subscriptions was forwarded to the library's agent in time for a January 1972 starting date. A small quantity of newspaper subscriptions were initiated shortly before classes began in 1972.

The resulting collection is the product of genuine book selection. We consciously avoided playing the "numbers game", simply trying to accumulate a certain quantity of printed matter in order to call it a library. We were also determined not to succumb to the distressingly common easy way out: the "collection" route. We did not buy the stock of old book stores, private libraries of retiring professors, or ready-made microform collections where a single purchase order could drive up the volume count by ten or twenty thousand and concurrently burden the library with unneeded and unwanted material. When we did buy some small collections (Black Culture & Literature, English & American Literature, French Literature, German Literature) all titles that constituted each block purchase were individually selected by the library staff or qualified subject specialists whose contribution was solicited on a voluntary basis. We can truthfully say that, with a small exception, every book we now own was specifically chosen: the good and the bad, the scholarly and the popular, the educational and the entertaining.



### SERIALS SECTION

The Serials Section, a part of the Acquisitions Department, has been active since June 1971. The initial mandate of the staff was to



plan and initiate all procedures for the acquisition, processing, binding and disposition of serially published materials. In fiscal year 1971-72 the Serials Section ordered and received the necessary hardware and forms and implemented the procedures for the recording of current receipts for all serials; selected the principal periodical service and secondary agencies for the placing of approximately 1,600 current subscriptions based on faculty requests; designed and implemented an abbreviated cataloging procedure for periodicals; and prepared the first edition of the automated serials record. Periodical backfiles were bound immediately following receipt from the various second-hand dealers, thus enabling the Serials Section to complete the processing of 15,000 backfile volumes for the permanent collection during the period of August and September, 1972. When the library opened, virtually the entire collection of journal backfiles was available to the public in addition to 20 foreign and domestic newspapers. In the course of fiscal year 1972-73, the automated serials record data base was expanded to include not only current holdings but lacks, desiderata, format and binding information as well. Several copies of this bibliographic access tool are available throughout the library.



#### CATALOGING DEPARTMENT

The initial assignment of the Cataloging Department included the color highlighting and filing of approximately one-half million catalog cards that were either received as the by-product of the commercial processing or were generated in the course of original cataloging performed by the department's personnel. An estimated 30,000 to 35,000 volumes of our projected opening day collection fell into the latter

category. In addition to the maintenance of the main card catalog, the department was also responsible for establishing and maintaining the shelf list and the various authority files. As the statistical data testifies, the Cataloging Department fulfilled its share in meeting our objectives. At the close of the fiscal year a manageable cataloging backlog still existed.

Fiscal year 1972-73 saw the gradual phasing out of UNF generated catalog cards. However, all commercially produced cards must be matched bibliographically with each title in hand and the appropriate revisions and adjustments made.

The substantial backlog of cards to be filed in the subject and author catalogs is currently being eliminated by a special filing project. Once this project is completed, no filing backlog can develop because under the present system all current catalog cards are processed immediately.

#### DOCUMENTS DEPARTMENT

The Documents Department, established at the beginning of fiscal year 1971-72, was responsible for the selection, ordering, receipt and processing of federal, state, local and some international documents. Florida State Documents have been sent to us regularly by the State Library in Tallahassee for the past three years.



We are one of 23 libraries in the Florida Depository Program. In December 1971, through the efforts of many individuals, Senator Edward Gurney designated the University of North Florida a federal depository library.

In addition to thanking Senator Gurney, special thanks are also due to Congressmen Charles Bennett and Claude Pepper for their help as well as to Mr. Ed Sintz, Director of the Miami Public Library who was willing to relinquish his library's senatorial designation and accept the regular depository status that was vacant in the 11th district.

In December of 1971, we were selected as a regional library by the Department of Natural Resources, Bureau of Geology. This designation entitles us to receive a copy of each publication of this agency. Our appointment in 1972 as a satellite center for Florida Educational Resources Information Center enables us to utilize F.E.R.I.C. resources in addition to the 26,000 E.R.I.C. documents on microfiche now in the collection.

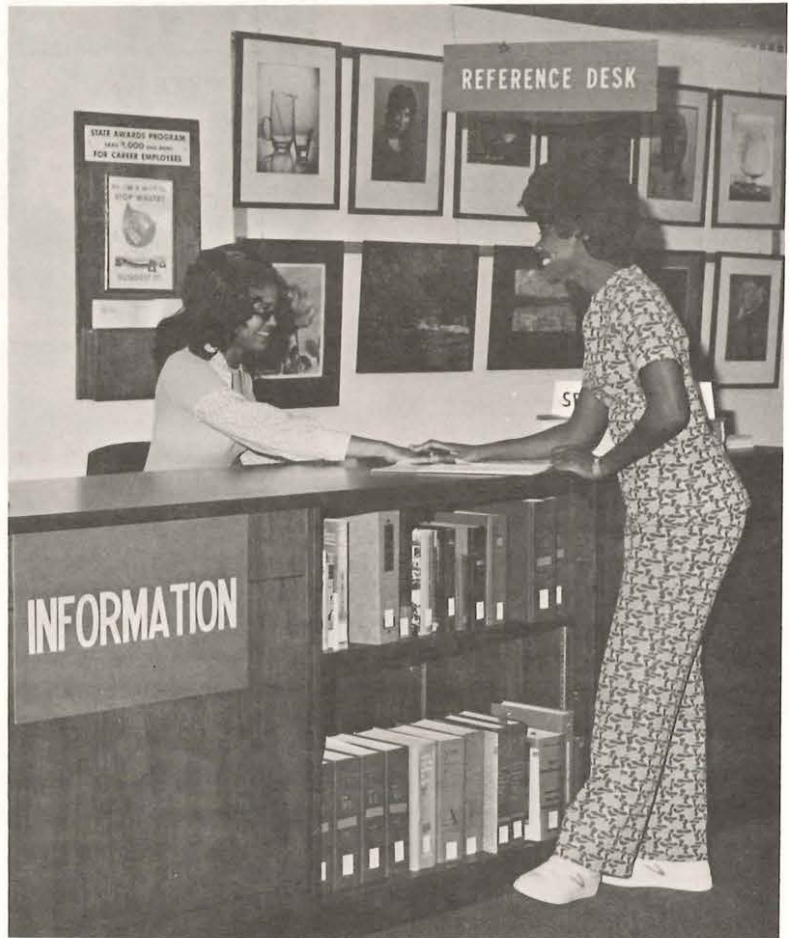
Florida Documents are classified according to the KWIC (Key Word in Context) indexing system developed by the Florida Atlantic University Library staff. The classification of federal documents is based on the Superintendent of Documents classification scheme. Some of the documents, because of their general interest, are cataloged and incorporated in the general collection; all others are maintained in the Documents Department.

Although the acquisition of both Florida and federal documents published prior to 1970 was and remains entirely dependent upon gifts received from private and public agencies and generous citizens, as a full depository for Florida State documents, the library's collection is capable of satisfying the needs of patrons interested in any of the current and some of the historical material.

#### REFERENCE DEPARTMENT

Long before we were open to the public, the library maintained a relatively small reference collection, and despite the shortage of staff and space, reference services were provided on a limited basis to our staff and incoming faculty.

The general collection which was kept in dead storage could not be evaluated for its reference potential until our move to campus when the books finally became accessible. At this time the reference core was



removed from the general collection and distributed to the various areas within the Reference Department. In addition to the general collection, various topical units have been developed to satisfy special needs: college catalogs, telephone directories, pamphlets, career information, maps/atlas, etc. The traditional "ready reference" collection consisting of the most frequently used works and located near the reference desk helps the staff provide quick answers for library users.

The staff shortage was felt most acutely during our first year of operation in the public services area in general and the Reference Department in particular. Originally it was our ambition to provide professional reference service from the time we opened until the time we closed, seven days a week. Since no new professional positions were allocated to any of the libraries in the State University System in fiscal year 1972-73, our Reference Department had to operate with 2.5 FTE professional librarians and a small supporting career service staff. In addition, this small staff had to service the Documents Department as well. It is to the enormous credit of all those working in the Reference and Documents Departments that the complaints about the quality and quantity of service have been minimal. The staff provides 50 hours of reference service a week. In addition, telephone service, research assistance and orientation tours are available. The reference collection with all its component units now contains over 2,800 volumes. The reference librarians are expected to gain expertise in designated subject areas and to keep the collection current in those fields. Hours of reference service as well as the variety and sophistication of services are expected to increase as additional staff becomes available.

### CIRCULATION DEPARTMENT



The Circulation Department, presently maintaining a schedule of 82 hours per week, is responsible for the availability and accountability of cataloged materials within the building. Since the library opened, the Circulation Department has installed, used and rejected two different brands of automated circulation systems, neither of which proved to be satisfactory due to the non-performance of the respective suppliers. The installation of a satisfactory system that will cause the least amount of inconvenience to patrons remains to be done during the next fiscal year. A full complement of computer programs is being held for use with an adequate data collection device.

Although interlibrary loan operations are traditionally handled by reference departments, at the University of North Florida Library this activity became the responsibility of the Circulation Department. Like so many other irregularities, this deviation from standard practice has been necessitated by the shortage of reference staff and a natural flow of traffic in the building. Under the provisions of Title III, Interlibrary Cooperation of the Library Services and Construction Act, the University of North Florida Library has been included in the statewide interlibrary loan network. This grant funds the installation and maintenance of a TWX (teletype) facility which affords faster communication, verification and confirmed availability in ordering material not owned by this library.

The Circulation Department is also responsible for the maintenance, processing and circulation of the reserve collection, which has seen significant growth and use. Automated programs are presently in use to accommodate increasing demands on this service.

\* \* \* \* \*

During the first two years of our activities our biggest problem was space. The work space available to library functions was a modest 2,000 square feet, and the fact that our shelf space was barely sufficient to accommodate in-process material was counterproductive in the extreme. Nevertheless the library was born in that much, or rather, that little, space.

Because of this acute space shortage we could not keep the collection accessible. Upon receipt, all the books, periodicals, government documents and phonodiscs had to be checked against the order records; the invoices had to be paid; Library of Congress cards removed and stored for filing at a later date; and then all material was boxed and put into dead storage where it remained until our move to campus. Discrepancies between catalog cards and books had to wait to be corrected months or years later, after the library was relocated in its present quarters.

It was most fortunate that the library building was finished on schedule, the first of the four buildings to be completed. Ground breaking ceremonies for the whole University took place on September 19, 1971, and the library was ready for occupancy by the end of July, 1972. This gave us the necessary time to complete the shelving installation and accomplish the move from our temporary quarters. The delivery of books from dead storage preceded the transfer of work stations to the new building. The library's elevator was not operational at that time, and the cartons of books were moved to the second floor by a conveyor belt. In the absence of dependable information as to the linear footage of shelf space required for our collection which, until then, was measurable in cubic feet only, all cartons had to be opened, the books shelved in a rough order and then arranged in the correct call number sequence. Reference books had to be identified and hand carried downstairs. Conversely, material processed during this period had to be carried upstairs, again by hand.

The air conditioning system was not functioning until late September, and as a result most of the shelving project had to take place in an unventilated building. At times, the heat inside reached 105 degrees. During the two weeks immediately preceding opening, the entire library staff participated in a crash shelving project that was completed about 72 hours before classes began. Part of the remaining time was used for a complete physical inventory of the entire collection. This physical volume count was later followed by a title-by-title count. In addition to the obvious advantage of precise knowledge of our holdings, this survey will prove helpful in a future attempt to determine our losses.

When opening day came around, a fairly well balanced collection of over one hundred thousand volumes was ready to circulate, housed in a well furnished, functional library building and serviced by a competent staff.

The show was ready to roll.

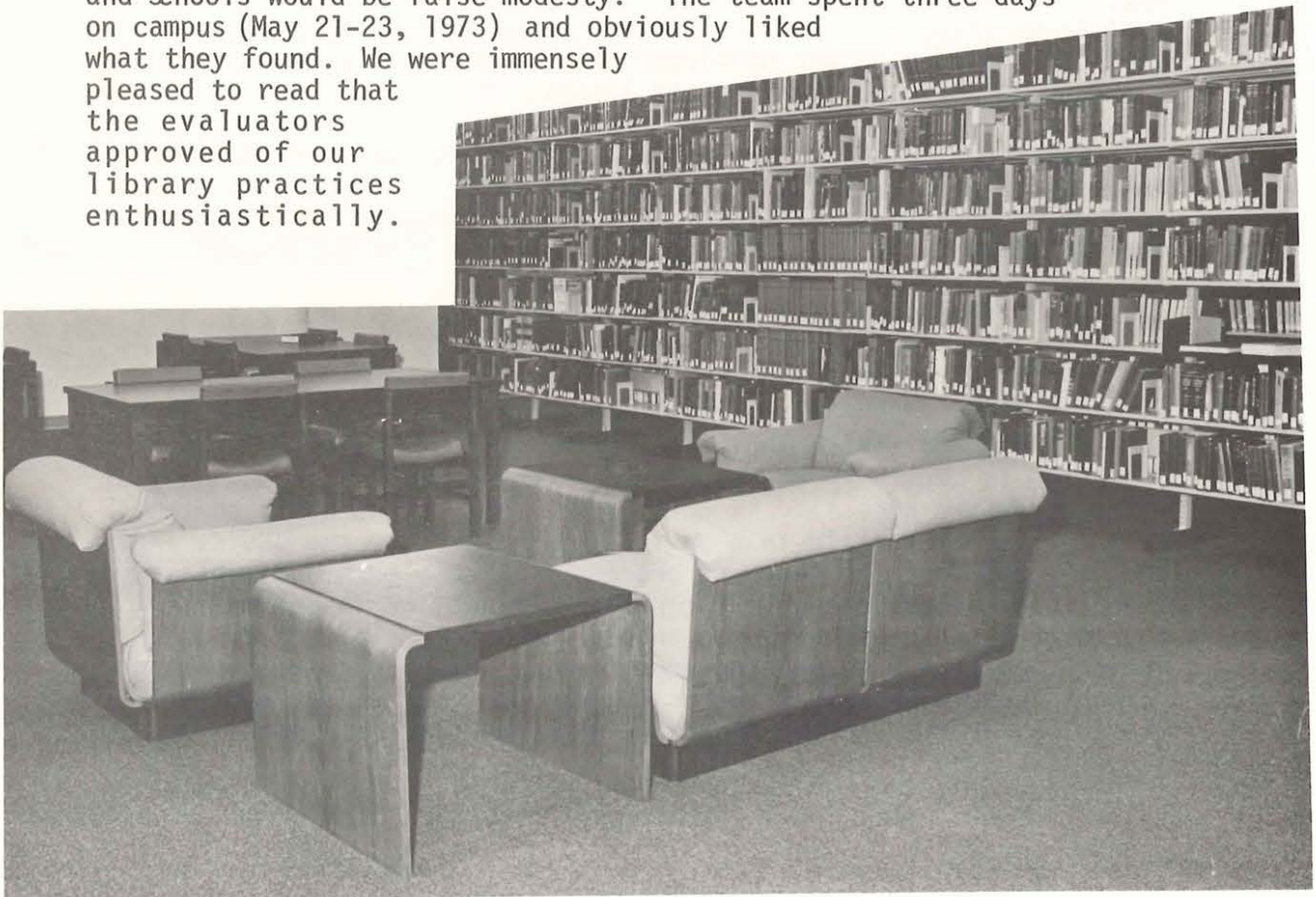
\* \* \* \* \*

In this age of the shrinking dollar, the bottomless pit of libraries is generally regarded as a necessary evil at best, and, at worst, even the necessity is questioned. Yet no one would contest that the resources held in a university library are the basic, indispensable tools of the teaching process. But the mere availability of these tools is not enough. Their full utilization is entirely dependent upon the faculty who should make library materials an integral part of the required course work. Book oriented teaching methods inevitably help students to develop good reading habits. Hopefully, in the process they will grow to appreciate books and libraries.

The librarian-as-educator enters the picture when the uninitiated - mostly students, sometimes faculty - try to use the facility. Sophisticated use of a library requires a degree of sophisticated familiarity with the why's and wherefore's of the system. The dissemination of this information, the provision of help constitutes the librarian's primary obligation. It is called service. This should be the principal aim of all libraries; it is certainly our aim to demonstrate in every reader-librarian encounter that our staff is not only capable but eager to be of assistance. Understaffed as we may be, we consistently try to do our best to provide help to our readership.

In addition to UNF students, faculty and staff, we extend borrowers' privileges to students and employees of all other institutions within the State University System and to the faculty of other educational institutions in Jacksonville. Being fully aware of our responsibility to the community, we feel it is our obligation to serve all who care to use the facilities. Unfortunately, because of the financial limitations imposed upon us, it is not possible to extend full users' privileges to everyone. Still, we haven't turned away a reader yet, and we intend to provide as much service to everybody as our resources will permit.

Failure to mention our pride in the very complimentary report received from the visiting team of the Southern Association of Colleges and Schools would be false modesty. The team spent three days on campus (May 21-23, 1973) and obviously liked what they found. We were immensely pleased to read that the evaluators approved of our library practices enthusiastically.



## LIBRARY FACILITIES

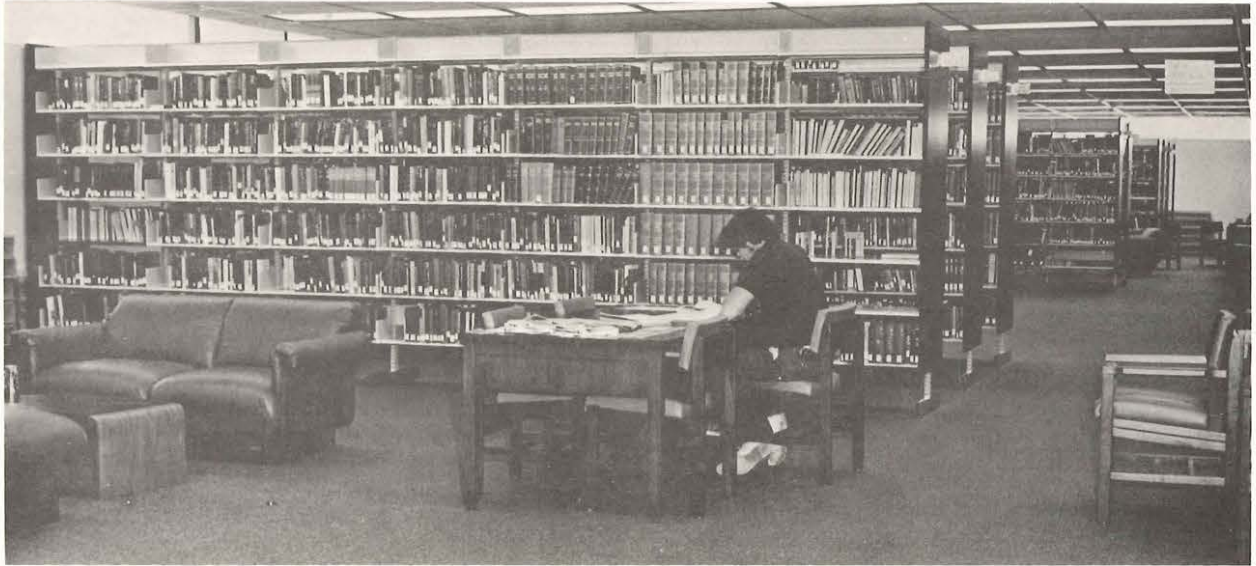
Immediately following his appointment, the Director of Libraries was invited to consult with Architectural Consultant Gordon S. Johnson to draft a program for the interior layout of the library. Although this initial program was drawn with the building plans contained in Phase IA in mind, nonetheless, the philosophy that dictated the interrelation of the various departments was applicable to the Phase IB structure that the library presently occupies. The result is a serviceable facility, functional, attractive and as well equipped as funds permitted. The building has 29,156 net assignable square feet of space, and the structure presently houses the Bookstore which takes up an additional 2,038 square feet. Upon completion of four new buildings now under construction, the Bookstore will move out, and the space will be assigned to library activities.

At the time classes began the library had seating for 350 readers and a book capacity of 140,000 volumes. The furniture is walnut veneer, and the free standing shelving is light beige.



The two lounge areas are appropriately furnished with comfortable seating, and the downstairs lounge can accommodate small exhibits of paintings, photographs, sculpture or various art objects.





The internal arrangement of the furniture, i.e. the combination of seating and open stacks, reflects our desire to "humanize" our library by bringing books and readers together. Our intentions were well received by our readers, and we intend to carry this philosophy into the first addition to the present library structure scheduled for completion in the Spring of 1974.

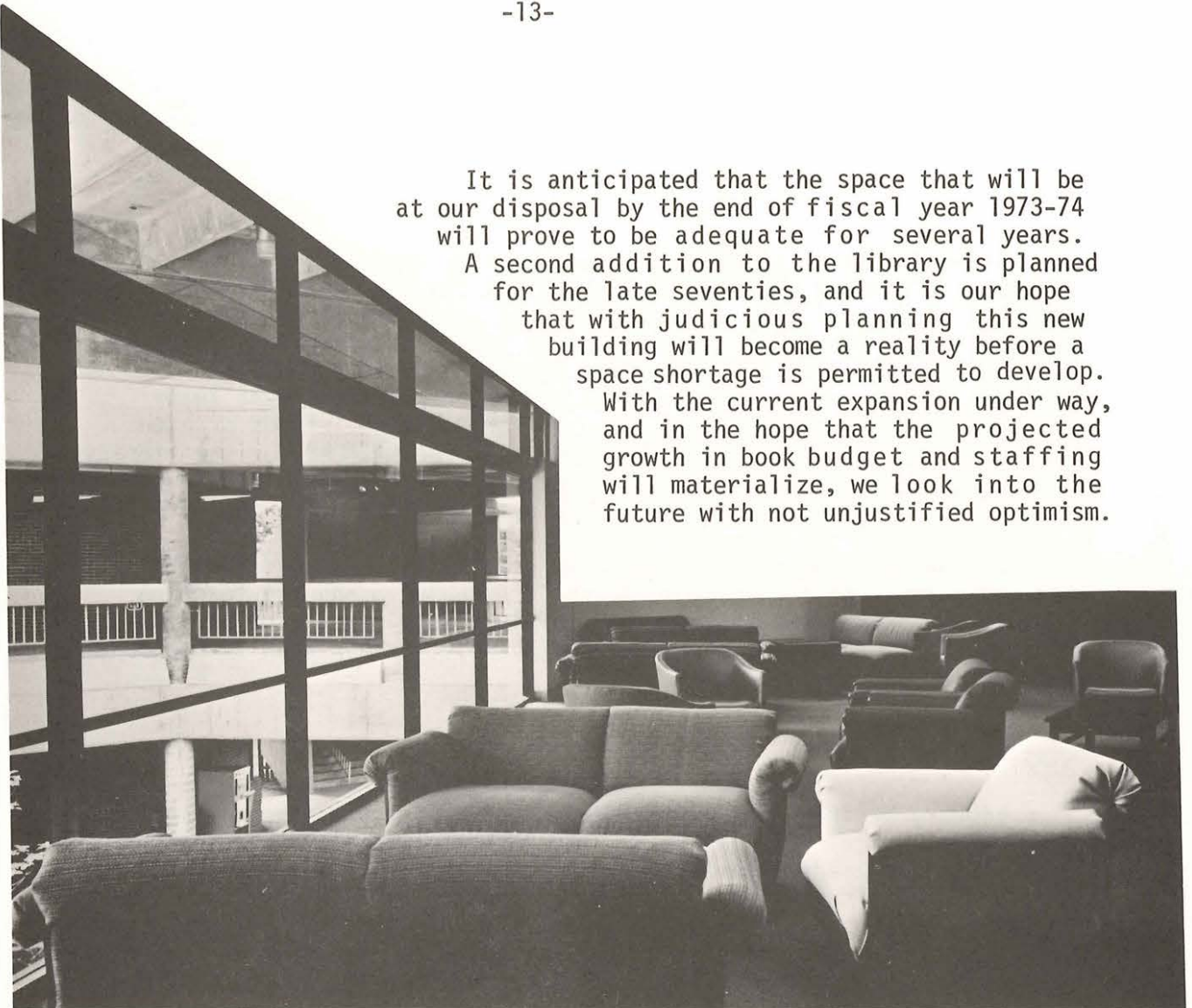


This new wing, with 30,041 net assignable square feet, will nearly double our present space, bringing it to a total of 61,235 NASF.

It is anticipated that the space that will be at our disposal by the end of fiscal year 1973-74 will prove to be adequate for several years.

A second addition to the library is planned for the late seventies, and it is our hope that with judicious planning this new building will become a reality before a space shortage is permitted to develop.

With the current expansion under way, and in the hope that the projected growth in book budget and staffing will materialize, we look into the future with not unjustified optimism.



\* \* \* \* \*

This report would not be complete without expressing our deep gratitude to President T. G. Carpenter and Vice President and Dean of Faculties R. L. Lassiter, Jr., for their generous support throughout the developmental years. The monies allocated for initial library development were determined at the discretion of the President, and the \$1,080,000 allocated for the purpose, representing 25% of the total University budget until the close of fiscal year 1971-72, was entirely satisfactory for assembling a core collection. Although skeptics within and without the institution were quite vocal in expressing their doubts about the likelihood of meeting our objectives, both the President and the Vice President professed unwavering faith in our ability to live up to our commitments. This credit accorded to the library staff was the true motivation that spurred us on towards the achievement of our goals.

It must also be stated that from the very beginning a close cooperation existed between the library and the top administration, the like of which I have neither witnessed nor heard of before. To the best of my knowledge there has never been a disagreement regarding philosophy, policy or action between the administration and the Director of Libraries. Library policies and regulations were fully endorsed in all instances, and requests for additional funds or extra help met whenever possible. Merit increases recommended for the library staff have been acknowledged and approved without exception thus enabling the Director to keep staff morale high even in times of unusual pressure.

At the same time it is singularly gratifying to record the wholehearted support of the academic deans, the chairmen and the teaching faculty who joined the institution shortly before classes began. Our sincere thanks to all those who helped to solve rather than to compound our problems.

#### STAFFING

Library staffing was particularly important during the earliest development stage. In most cases, the initial appointees were called upon to assume leadership positions as the library grew in size and scope. Careful selection of personnel, coupled with extensive on-the-job training were considered the requisites to successful library operations. The sequence of staffing the various departments was as planned: Acquisitions, Cataloging, Serials, Reference/Documents and Circulation.

The 1972-73 staff, though considerably below formula strength, had to provide the operating capacity in the initial year of classes and hopefully is the base upon which the total library will develop over the years. We have made serious efforts and we will continue, to seek out qualified candidates for library positions from among minority groups in support of the University's Affirmative Action Program. It is unfortunate that these efforts have not been successful in all instances. We were able to identify and interview only seven potential candidates from among Black librarians. We hired two of these. Nonetheless, the library at all times met or exceeded its target figure which is to have a staff composed of not less than 20% minority employees. At the end of fiscal year 1972-73 the composition of the library staff was as follows:

Administrative & Professional	25% Black
Career Service	44% Black

## PERSONNEL

Shortage of space forces me to restrict the biographical summaries to the professional librarians of the staff.

FLORENCE PROTHMAN was appointed Acting Head of the Cataloging Department effective March 1, 1971 and confirmed in her position a year later. She holds B.A. and M.A. degrees in English and a Master of Library Science degree, all from Florida State University. Prior to obtaining her second Master's degree she taught school for ten years. Following her graduation from Library School she worked in the Cataloging Department of the University of Georgia, Athens, Georgia, until joining the University of North Florida staff. Her initial assignment was the setting up and staffing of the Cataloging Department, developing policies and overseeing the cataloging and processing of our projected 100,000 volume opening day collection.

JOHN MARTIN HEIN came to us from Henry Ford Community College in Dearborn, Michigan where he held the position of Serials & Reference Librarian. He received his B.A. degree from Wayne State University. Recipient of a fellowship, John attended the University of Paris, Sorbonne, for one year and, while a member of the University of Michigan Men's Glee Club, he traveled around the globe on a three month concert tour.

John was hired on June 1, 1971 for the position of Serials Librarian. His varied assignments included the designing of the necessary forms to be used in creating and maintaining the Serials Records; acquiring and maintaining serial material, both current and backfile; cooperating closely with our Information Systems Department to work out all the necessary details that resulted in the computer-produced Serials Record and, finally, overseeing bindery preparation for the entire library.

DOROTHY P. WILLIAMS, a graduate of Florida A & M University, came to us from her position as Head Librarian of William M. Raines High School of Jacksonville, Florida. Having received her undergraduate degree in Library Science, she held professional positions prior to 1967 when she obtained her Master of Library Science degree from Syracuse University.

Mrs. Williams joined our staff as Documents Librarian on July 1, 1971. Her tasks included organizing of Florida State Documents already on hand as well as receiving and processing all documents received from Tallahassee. She was also entrusted with the selection and acquisition of Federal Documents either for payment or obtainable under the provisions of our Selective Depository status. Mrs. Williams' accomplishments and professional maturity justified her promotion to the Head of the Reference Department in March, 1972 while retaining the position as Head of Documents Department. She responded to the increased responsibilities of this dual assignment in such a positive manner that it enabled an understaffed Reference Department to provide most of the necessary services during our first year of operation. In addition to her regular duties, Mrs. Williams taught and supervised two library science courses. She also carries the academic title of Associate Professor of Library Science.

ROBERT P. JONES joined our staff on January 15, 1972. He received his B.A. degree in Religion from the University of the South, Sewanee, Tennessee and obtained his Master of Library Science from Florida State University in December 1971. In preparation for opening day he was asked to divide his time between Reference and Circulation identifying the needs and drawing up the plans for our Circulation Department. Before the Department became functional he participated in designing the physical layout of furniture and shelving and in planning and overseeing our move from temporary to permanent facilities. He also supervised the transfer of the collection from dead storage on to the shelves, a task which was accomplished on schedule. Since the Library opened Mr. Jones has been dividing his time between supervising the Circulation Department and serving as a member of the reference staff.

LINDA SUE LOCKWOOD came to us directly from the Graduate School of Library Science of the University of North Carolina at Chapel Hill where she earned her Master of Library Science Degree. She received her undergraduate degree in History from Hollins College, Roanoke, Virginia. As part of her undergraduate curriculum she spent one year in Paris studying at the University of Paris, Sorbonne. Linda has learned the practical aspects of librarianship rapidly, and as Assistant Cataloger she has made significant contributions to the welfare of the library.

ERMA JEAN DAVIS joined us on June 23, 1972, following one year of service at a branch of the Boston Public Library. She holds a B.S. degree in Library Science from Florida A & M University and received her Master of Library Science degree from Simmons College, Boston, Massachusetts. In her capacity as Reference Librarian she was asked to develop our map collection, to establish the University Archives and in general to attend to the duties normally associated with her position.

The person left for last should have been mentioned first as the Librarian who did the most for the collection in the least amount of time, Miss LUCILLE DOROTHY JANS. She was the first professional librarian the Director hired (August 28, 1970), and in her capacity as Acquisitions Librarian (later promoted to Assistant Director for Technical Services) she was entrusted with the selection and acquisition of the opening day collection of 100,000 volumes. It has been mentioned several times above that this objective was met, but now is the time to record that credit for this accomplishment, specifically for the acquisition of the books, must be ascribed to Miss Jans.

Lucille was a unique person in every respect. She combined the wisdom and maturity of old age with the spirit, outlook, vigor and alertness of youth. Her energies seemed limitless, and in the spirit of a true professional, she threw herself into her assignment with boundless dedication. She was one of those few professionals who brought to her job a rare breadth and depth of knowledge. Looking considerably younger than her true age, Lucille had what she laughingly called a "checkered career". She served for three years in the U.S. Navy and was discharged

in the late 1940's with the rank of Chief Yeoman. She then attended the University of California at Berkeley where she earned her Bachelor's degree in English. This was followed by a year in a Parisian cooking school and over four years (May 1954-February 1959) in the foreign service, two of these in Guadalajara, Mexico and two in Frankfurt, Germany. Her multilingual personal library testified that she could read the languages of these three countries with little or no difficulty. In addition, she took courses in Russian and Italian. After her tour in the foreign service she attended Berkeley again and earned her Master of Library Science degree. Prior to joining the University of North Florida Library, she served for a total of ten years in increasingly responsible positions in the libraries of the Berkeley, Davis and Santa Cruz campuses of the University of California.

Her sincerity and dedication could serve as an example for the younger generation of professionals. But for all of us Lucille was more than just a colleague. She was a friend, a chum, a big sister, someone with whom we were eager to share problems or joys, whose advice we sought, whose opinion we respected. Her remarkably even temper, warm humanity and infectious smile were the emotional foundation upon which the staff's spirit rested.

As the second fiscal year of our developmental period drew to a close, Lucille suddenly fell ill. An emergency operation revealed cancer, and it proved to be terminal. She had a speedy recovery after surgery, but it was followed by several relapses, each more severe than the preceding one. As a final effort, she was flown to California to see a specialist, but it was too late. By the time Mrs. Williams and I visited her in the hospital in June 1973, we all knew that the end was near, and so did Lucille. Yet, in that terrible condition, she still remained faithful to herself. When it was mentioned that her family would like her books to come to UNF her only remark was: "Do you think my books are good enough for the Library?".

Long before even the doctors could or would predict the amount of time left to her, President Carpenter and Vice President Lassiter decided to honor her with the first Presidential Citation and a Distinguished Service Medal for her contribution to the Library. Unfortunately, the rapid progress of her disease prevented her from being present at the first graduation ceremony to accept the award in person. Mrs. Williams accepted it on her behalf, and it was flown out to California ahead of our visit. She was deeply touched by the gesture and, fortunately, she was still able to appreciate briefly the tribute paid to her in recognition of her efforts. On July 20, three weeks after we last saw her in the hospital, she was dead. She had many friends in many parts of the world; the contributions to the Lucille Jans Memorial Book Fund that still keep coming in testify to that. But to us, her friends and colleagues in this library, she left a vacuum that can never be filled.

The following Career Service personnel have terminated prior to June 30, 1973.

<u>NAME</u>	<u>DATE OF HIRE</u>	<u>TERMINATION DATE</u>
Rosemarilyn Bing	1/26/71	6/22/72
Margaret J. Carr	12/01/72	5/31/73
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
Virginia Johnson	1/02/73	5/31/73
Susan B. Matthews	10/02/72	2/01/73
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
Donna M. Richards	5/21/71	8/23/71
Eileen T. Scott	9/30/71	7/13/72
Anita C. Stanton	1/15/73	6/30/73
Janet L. Summers	8/10/73	8/20/73
Cheryl S. Wilson	2/09/72	5/10/73
Arnold A. Wood	8/01/72	5/01/73

The following Career Service personnel are presently employed in the Library:

<u>NAME</u>	<u>TITLE</u>	<u>DATE OF HIRE</u>
Patricia B. Cannon	Clerk Typist III	8/30/71
Estalena Heard	Clerk Typist II	6/04/73
Karen Kent	Secretary III	5/29/70
Martha A. Lane	Clerk Typist II	9/13/71
Bruce T. Latimer	Library Assistant	5/01/73
Delma S. Lewis	Library Assistant	10/16/70
Cynthia B. Markwell	Library Assistant	3/16/71
Fay H. Maye	Library Assistant	8/16/72
Shirley L. L. McFadden	Library Assistant	7/12/71
Carolyn McIlwain	Clerk Typist II	3/19/73
Norma J. Poisson	Clerk Typist II	8/23/72
Wynona A. Saddler	Library Assistant	8/27/71
Ella Sue Santana	Clerk Typist II	10/24/72
Christine A. Siim	Library Assistant	11/29/71
Reavelle B. Stephenson	Library Assistant	8/07/72
Mary L. Wright	Library Assistant	9/01/71

### SIGNIFICANT ACQUISITIONS

The plural is inappropriate, we had but one significant purchase. For a young institution whose limited library budget is usually committed to satisfying the most pressing needs of its readers, we consider ourselves very fortunate to have been able to afford at least one important and costly item: Leonardo da Vinci's Codex Atlanticus, so named because of its giant size. Since Leonardo's person and accomplishments are the inspirational force behind our Venture Studies Program, it seemed fully justifiable to take advantage of an unusual acquisition opportunity and purchase the facsimile edition of Leonardo's manuscripts. The ten notebooks reproduced here were written between 1483 and 1518; thus they contain documents from all periods of his activities since maturity, and these, along with personal entries, provide scholars with invaluable assistance in dating his studies.

The facsimile edition, published by Ulrico Hoepli of Milan between the years 1894-1904, consist of 401 folio sheets of text and 1384 plates, all unbound. The UNF copy is No. 274 of this edition limited to 280 copies, and the folio sheets are contained in two red morocco slipcases, both in excellent condition considering their age. A separate index volume prepared by G. Semenza and R. Marcolongo, published in 1939, completes this unique set.

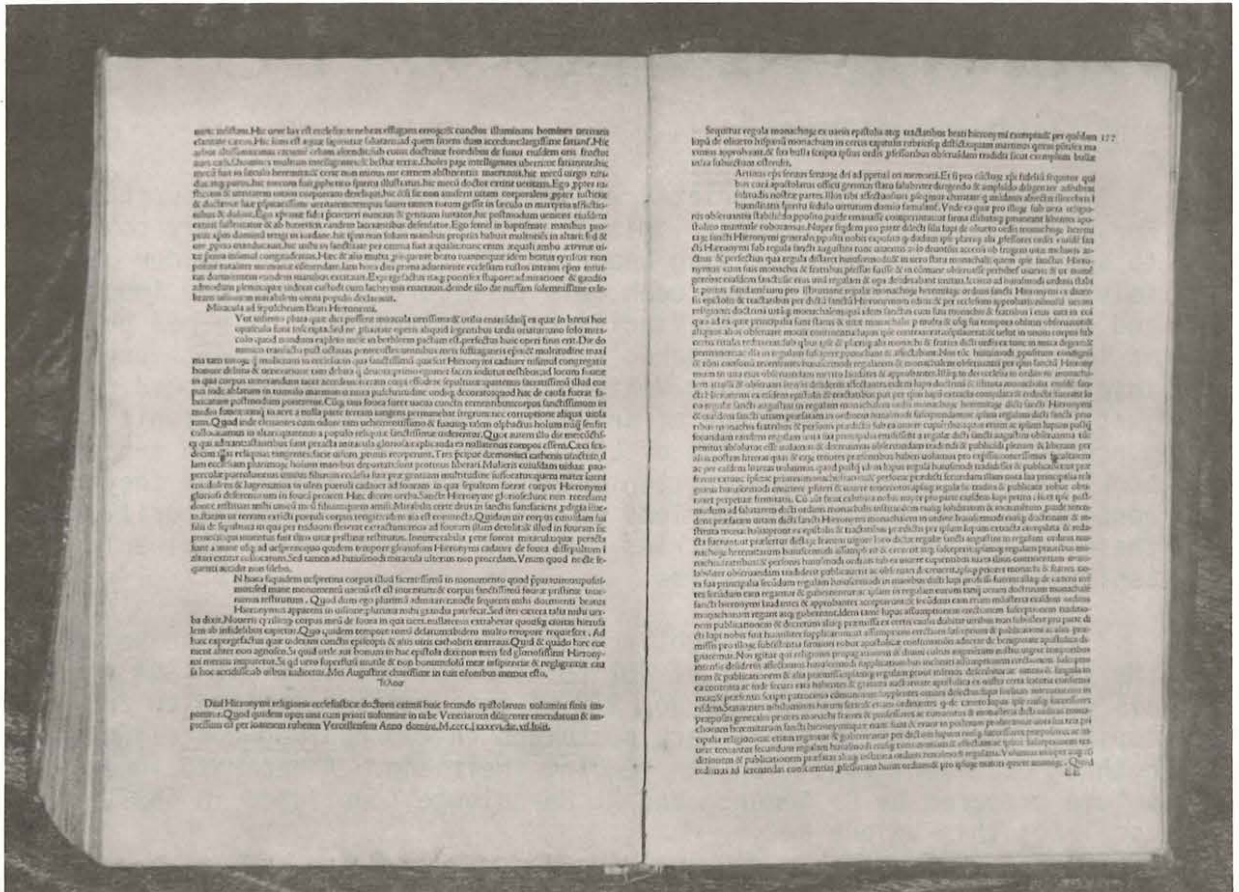
Our thanks to Mr. Michael Thompson (formerly) of Zeitlin & ver Brugge, Los Angeles, for bringing this rare item to our attention.

### GIFTS

The book budget of a state supported institution is usually tailored to permit the acquisition of material needed in the teaching process and to enable the library to augment its collection at a steady pace. For those special items the library momentarily cannot afford but should, would or ought to own, it is dependent upon the generosity of interested citizens, institutional and personal friends whose gifts and donations help a collection achieve the special distinction otherwise not possible.

Through the thoughtfulness of private individuals and a book firm, our library was fortunate enough to acquire several items that could not have been purchased from the funds at our disposal. A few of these can be mentioned here; to the rest of our donors we collectively offer our thanks.





1. Saint Hieronymus, *Epistolae* 1496: Donated by Mr. Walter Goldwater, owner of University Place Book Shop in New York City, on the occasion of the opening of the library.

Folio, two volumes bound in one, contemporary tooled leather binding over original oak boards. Each leaf numbered separately. Space left for the capital letters, in some cases with a small printed letter to show the rubricator what capital he was in insert.

The book is in very good condition considering the age. The wide margins indicate the book has not been repeatedly rebound and cropped. It is an excellent example of early printing. An interesting feature is the one line title page. Dates appear in the book at the end of each part showing the month, day and year when the actual printing was completed. ( See above photograph.)

2. Dr. Robert B. McIver donated 3 medical titles:

- a.) John Harvie. Practical Directions, Shewing a Method of Preserving the Perinaeum in Birth, and Delivering the Placenta without violence.  
8v., London, 1767

This copy is an extremely rare first edition.

- b.) Edward Rigby. An Essay on the Uterine Haemorrhage...  
Third Edition, Philadelphia, 1786

Rigby was regarded in his time as the first obstetric physician in London.

- c.) Anton Stoerck. Observations upon a Treatise on...Hemlock in the Cure of Cancers.  
(1761)

Stoerck did careful work in pharmacology and toxicology; he is especially known for this work on hemlock.

3. LIBRERIA ORFEO, Montevideo, Uruguay:

- a.) 1,497 volumes of Spanish and Latin-American Literature  
b.) 2,600 volumes of Latin-American literary works

4. Dr. Richard DeRaismes Kip donated: 1,007 monographs, pamphlets and serial titles, mostly in the field of insurance.  
162 books on various subjects.  
189 books & pamphlets on various subjects.

5. Dr. Jay A. Smith, Jr. donated 335 volumes mostly in the field of marketing, management and education.

6. Mrs. E. M. Rasmussen, the very first donor, gave 50 years of National Geographic Magazine - 1920 to June 1970.

## GRANTS

The University of North Florida Library was the recipient of two grants from the U. S. Office of Education. In June of 1972 we received five thousand dollars under Title II, Part A, Section 202 and 203 of the Higher Education Act of 1965. These funds were earmarked for library resources, consequently we used the money to increase our holdings in the law section of the reference collection.



In December of 1972 we received nineteen thousand dollars from the Bureau of Libraries and Learning Resources. Through a Public Service Careers Program we provided training for Duval County Schools library clerks interested in upgrading their job skills and teachers interested in obtaining certification in school librarianship.

## LIBRARY ADVISORY COMMITTEE

The Library Advisory Committee began its function during the 1972/73 school year. The Committee is composed of 6 faculty, 1 Administrative & Professional and 3 students with the Director of Libraries at its head as ex-officio chairman. The appointments to the committee were made by the Vice President for Academic Affairs on the basis of recommendations received from the individual colleges. As its name implies, this committee functions in an advisory capacity to the Director and, at the same time, serves as the primary channel of communication between the library on one hand and the faculty and students on the other. Matters of mutual concern are discussed in depth by the membership which selects the proper course of action for the solution of the various problems. The committee convenes whenever there is enough material for an agenda, but not less than eight times in a twelve month period.

This is the proper place for the Director to express his unqualified thanks to all the members of the committee for the sympathetic patience, understanding, help and support they offered during the year. It speaks for the genuine interest in library matters of all members that, with the exception of two students who graduated at the end of the 1973 Summer Quarter, they chose to continue to serve on the committee during the next school year.

MEMBERS OF THE LIBRARY ADVISORY COMMITTEE  
1972/73 School Year

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>COLLEGE</u>
Mr. P. D. Baysore	Student	History	Arts & Sciences
Mr. J. W. Nelson	Student	Management, Marketing & Business Law	Business
Dr. S. Pachori	Ass't Prof.	Language & Literature	Arts & Sciences
Dr. C. Rasche	Ass't Prof.	Sociology & Social Welfare	Arts & Sciences
Mr. R. Singleton, Jr.	Instructor	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
Ms. M. Williamson	Student	Administration & Supervision	Education

LIBRARY SCIENCE COURSES

The Director of Libraries, who also carries the academic title of Professor of Library Science, was responsible for the planning and implementing of an undergraduate library science curriculum that enables interested students to satisfy state requirements for certification as school librarians. In the absence of a teaching staff whose sole responsibility would be the teaching of these courses, the library staff developed and taught some of these courses in addition to and beyond their full time obligation in the library. The courses presently in our catalog are:

LIS 300	Introduction to Bibliography/Reference - Theory
LIS 301	Introduction to Bibliography/Reference - Practice
LIS 302	Introduction to Library Materials/Acquisitions
LIS 303	Introduction to Cataloging and Classification
LIS 304	Library Work with Children and Young People
LIS 305	Audio/Visual Services in Libraries

LIS 300, LIS 301 and LIS 303 were offered for the first time in school year 1972/73. In addition to these, LIS 302 and LIS 305 will be offered in 1973/74. All of these courses rotate from quarter to quarter, and they are offered in different time blocks to enable those members of the community to attend whose full time employment or other academic obligations restrict their freedom of choice in respect to time.

It is our hope that as the staff increases the library science program can be expanded to reflect the greater number of competencies on hand.

### EXHIBITS



In recognition of the total lack of exhibit space on campus, and spurred by the desire to make the library more attractive, the down-stairs lounge area was made available to several exhibits during the year. If the success of these exhibits can be measured by the number of favorable comments received from our patrons, the exhibits were very successful indeed.

DISPLAYS SHOWN

1.) Bookstore	October 9-13	Bookstore items.
2.) Art Department (Prof. K. McMillan)	November 1-30	Pottery display.
3.) Leonardo da Vinci	December 17- January 19	Facsimile of manuscript & art work, related material.
4.) Photography (D. Rosborough)	January 19- February 16	Still lifes.
5.) The Propeller Club of the United States	February 23- March 2	Award won by the University.
6.) James Van DerZee	March 1-16	Photography display.
7.) Earth Week	April 9-16	Books, photographs, etc.
8.) Photography (V. F. Nalley)	April 21- May 19	Portraits, nature, still life.
9.) Can We Humanize Our Cities?	May 2-16	Current material on modern cities to coin- cide with guest Alan Temko's speech.
10.) UNF Library Development	May 20- June 15	Photographs, newspaper articles, etc.
11.) Crafts Exhibit (Prof. K. McMillan)	June 1-30	Macrame, tie dying, batiking.

SPECIFIC GOALS FOR NEXT YEAR

- 1.) To execute the move in 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 building.
- 3.) To eliminate the filing backlog in the author and subject catalogs.
- 4.) To type and file all subject guide cards in the subject catalog.
- 5.) To prepare for the implementation of SOLINET (Southeastern Library Network) or tie-in with OCLC (Ohio College Library Center).
- 6.) To eliminate all known discrepancies between the shelf list and actual holdings.
- 7.) To verify holdings for all serials and sets.
- 8.) To interfile document cards in the main card catalog for state and federal government documents of general interest.
- 9.) To reduce turn-around time on reserves.
- 10.) To speed up the processing of interlibrary loan requests.
- 11.) To design and produce an audio/visual instructional tour of the library.
- 12.) To implement continuous inventory procedures.

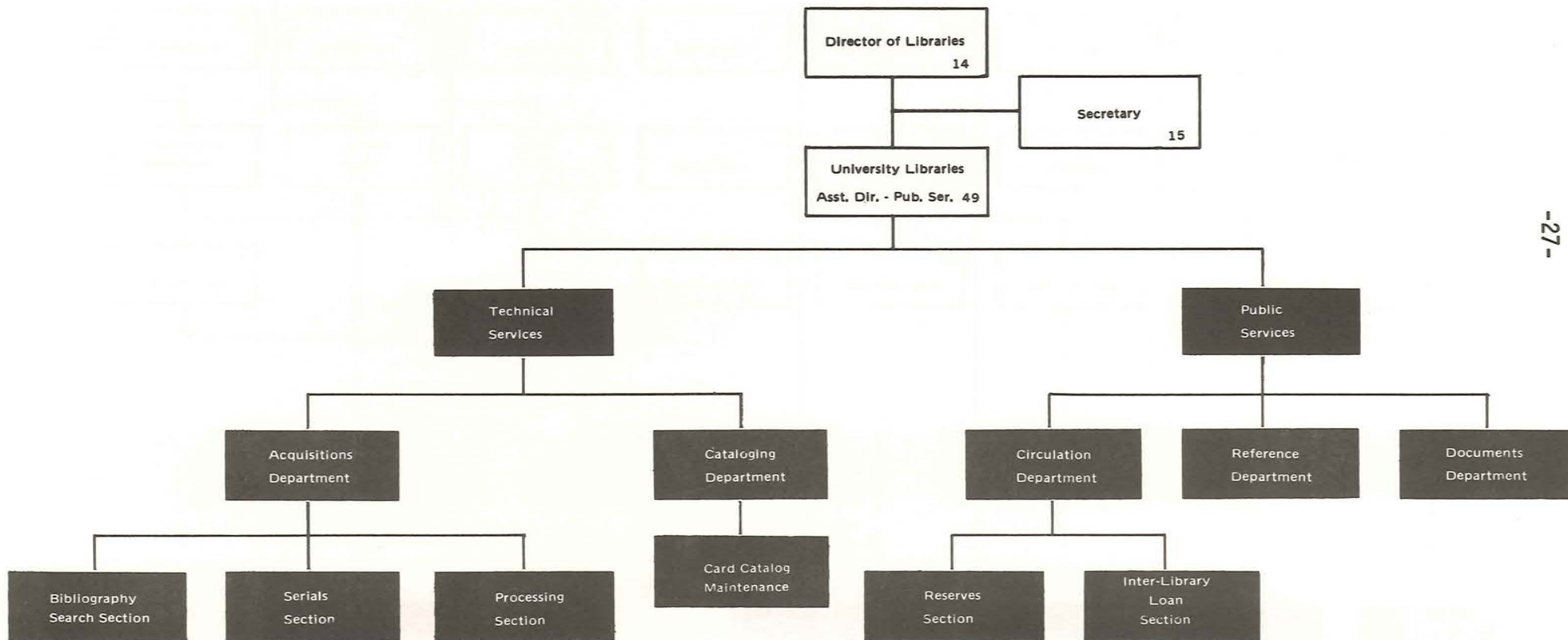
LAST BUT NOT LEAST

Vernon Nalley, a representative of MONROE CORPORATION and a long-time friend of the University and the library staff, is an outstanding amateur photographer: the winner of numerous awards, regional, state and national. After seeing his pictures on exhibit at the Haydon Burns Library downtown, I asked him to exhibit the same photographs and some additional ones of his own choice in our library lobby. He complied with this request, and we mutually assured each other that we were much honored. Then suddenly the idea of approaching Vernon with a none-too-modest request occurred to me: would he be willing to make photographs for my first annual report?

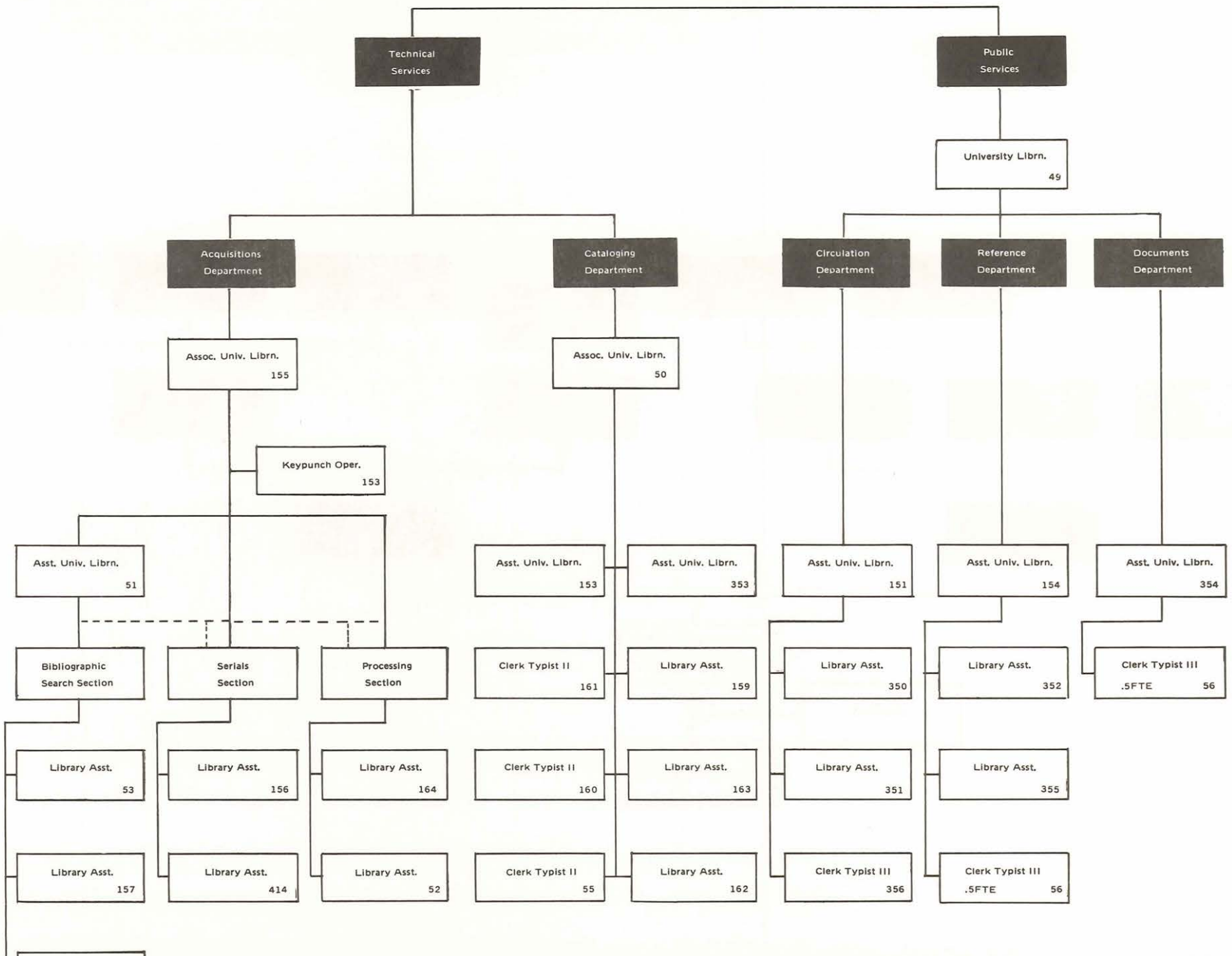
The good sport he is, he agreed.

All the photographs in this report were done by Vernon Nalley and I am greatly indebted to him for this favor. His pictures speak a lot more eloquently than my pedestrian prose.









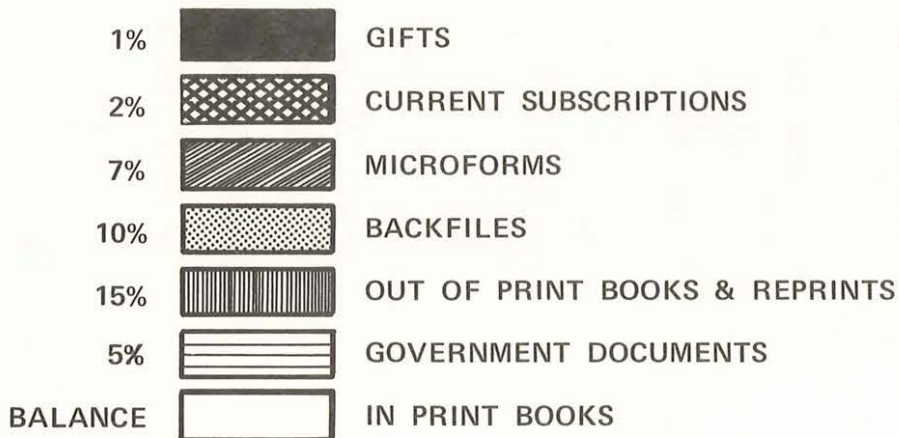
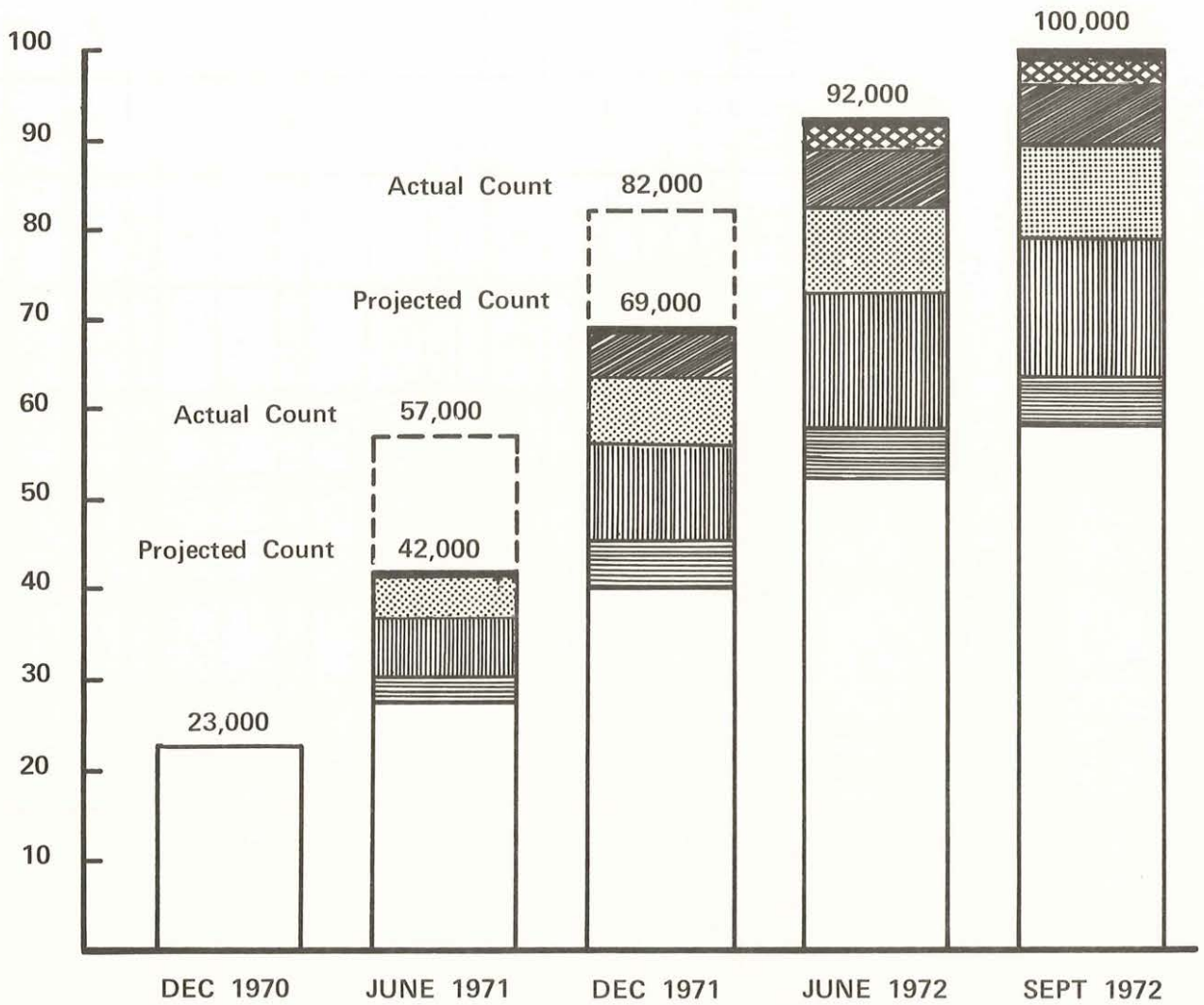
UNIVERSITY OF NORTH FLORIDA

UNIVERSITY LIBRARY

ACQUISITIONS PROGRAMS	BOOKS REC'D PROCESSED	PROGRAMS INITIATED								
		JULY 1970	SEPT 1970	DEC 1970	JAN 1971	APRIL 1971	JULY 1971	SEPT 1971	JAN 1972	JULY 1972
APPROVAL PLAN	X	X								
CORE COLLECTION (BCL)	X			X						
"CHOICE" - Best Books	X				X					
STANDING ORDER PLAN	X		X							
REPRINTS (Basic Collection)	X					X				
REPRINTS (Single Titles)							X			
BACKFILES					X					
MICROFORMS			X							
RECORDS (Basic Collection)						X				
RECORDS (Single Titles)									X	
SCORES								X		
GOVERNMENT DOCUMENTS (Florida)		X								
GOVERNMENT DOCUMENTS (Federal)							X			
OUT OF PRINT BOOKS							X			
SUBSCRIPTIONS (Periodicals)									X	
SUBSCRIPTIONS (Newspapers)										X
GIFTS		X								

# UNIVERSITY OF NORTH FLORIDA UNIVERSITY LIBRARY

VOLUMES  
IN 1,000's



MINIMUM OBJECTIVES:

CUMULATIVE NUMBER OF VOLUMES ACQUIRED, PROCESSED AND READY FOR USE, BY TYPE AND SPECIFIED DATES.

UNIVERSITY OF NORTH FLORIDA LIBRARY

Library Inventory

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
<u>GENERAL DATA</u>			
Beginning Inventory	-0-	57,000	86,000
Units of Library Resources Added	57,000	29,000	27,316
Ending Inventory	57,000	86,000	113,316
<u>DESCRIPTIVE DATA</u>			
Volumes Added	55,380	28,102	27,316
Current Subscriptions	-0-	1,160	1,310*
Microfilms (No. of reels)	1,620	898	1,594
Microfiche (No. of fiche)	E.R.I.C. Documents (est.) 26,000		
Government Documents			
a.) Florida			1,506
b.) Federal			4,093
c.) United Nations			392
TOTAL DOCUMENTS	1,700	4,081	10,072
Maps	-0-	60	1,133
Music Scores	-0-	570	1,150
College Catalogs	-0-	-0-	675
Telephone Directories	-0-	-0-	175

\*Includes gift subscriptions; excludes standing order titles.

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

UNIVERSITY OF NORTH FLORIDA LIBRARY

Acquisitions Department

	<u>BOOK OCO EXPENDITURES - In Dollars</u>		
	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
1.) Amount Allocated	600,000.00	480,000.00	305,784.00
2.) Expenditures			
a.) Approval Plans*	59,849.35*	119,000.00*	118,019.54
b.) Monographs	362,786.68*	223,500.00*	83,082.35
c.) Backfiles (original & microform)	134,399.82	70,000.00	28,257.03
d.) Current Subscriptions	---	25,000.00	33,385.50**
e.) Binding	21,610.60	24,000.00	17,151.59
f.) A/V Materials	21,413.55	15,000.00	1,500.95
g.) Other (freight charges)	---	3,500.00	1,836.01
h.) Cataloging/Processing	---	---	14,744.05
i.) Standing Orders - Serial	---	---	7,806.98
TOTAL EXPENDITURES	600,000.00	480,000.00	305,784.00

\* Includes cost of processing.

\*\* Includes newspaper subscriptions.

NOTE: Figures shown under 2.)b. for fiscal years 1970-71 and 1971-72 include basic collection: BCL & Choice

UNIVERSITY OF NORTH FLORIDA LIBRARY

Cataloging Department

1972 - 1973

	<u>Titles Cataloged</u>	<u>Volumes Cataloged</u>
<u>MONOGRAPHS</u>		
a.) Advanced Cataloging	4,392	4,392
b.) Fast Cataloging	5,071	5,071
c.) "Abel Match"	10,698	10,698
d.) Added Copies/Volumes	<u>          </u>	<u>2,924</u>
Sub Total	20,161	23,085
<u>SERIALS</u>		
a.) Advanced Cataloging	53	53
b.) Fast Cataloging	250	250
c.) "Abel Match"	43	43
d.) Added Copies/Volumes	<u>          </u>	<u>617</u>
Sub Total	346	963
<u>GRAND TOTAL</u>	<u>20,507</u>	<u>24,048</u>

UNIVERSITY OF NORTH FLORIDA LIBRARY

Circulation Department

CIRCULATION

1972-1973

Regular (charged out)  
In-library  
Reserves

26,567 volumes  
17,261  
9,900  
53,728

TOTAL

INTERLIBRARY LOAN

Requests placed  
Requests received  
TOTAL ILL transactions

476  
32  
508

USER COUNT

157,700 (estimated)

SPECIAL PERMITS ISSUED

176