

1985

Annual Report 1983-1985

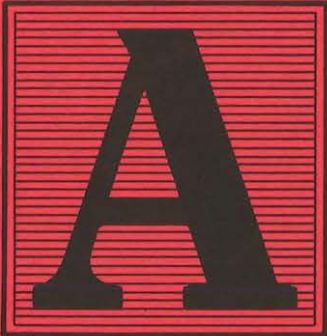
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LIBRARY
ANNUAL
REPORT
UNIVERSITY OF NORTH FLORIDA

1983-85

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1983-84

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

By nature and intent, annual reports should appear shortly after the conclusion of the time span they cover. However, financial considerations have prompted us to deviate from standard practice for the second time in succession and publish a biennial report of library activities at a lesser expense. In order to realize further savings, the report was typeset on a word processor. Despite the lateness of its publication, the report still fulfills its primary objective as a permanent documentation of library activities, and thus the timing of publication is of secondary concern.

Funding for library acquisitions for the nine SUS institutions dropped from \$10,794,541 in 1982-83 to \$7,263,364 in 1983-84, a net loss of \$3,531,177. Ironically, the fiscal year just concluded showed an improvement for the University of North Florida. This apparent contradiction is due to the fact that in 1982-83 the UNF library sustained the largest budget cut in its history, approximately \$220,000, and thus the allocation of the year under examination, left intact, represented an \$80,000 increase of funds devoted to library acquisitions. This amount brought a welcome relief to fiscal problems and allowed for the resumption of the approval plan, the automatic book selection program that is vitally important for continuous, systematic collection building. The reinstatement of subscriptions that had to be discontinued due to the budgetary constraints will have to wait another year or until adequate funding becomes available.

Other components of the library budget showed no improvement. The OPS allocation that pays the wages of student assistants and hourly employees remained inadequate, requiring a cutback in stacks maintenance service coverage and numerous housekeeping tasks. The permanent staff, as on all such occasions in the past, responded positively to the challenge. Our patrons were again unaware of the excessive pressure under which the staff delivered the services.

In addition, the library continues to suffer from an insufficient number of permanent positions. The long-standing demonstrable need for more staff in the public service areas was rendered more acute by the mounting service demands from the community. The library has been serving users enrolled in courses at other SUS institutions. The influx of new industry along with an increasing awareness of our high quality resources have placed a heavy demand on the library, a demand that is expected to grow. In addition, the university will have its first freshmen class in its history in fall of 1984. The projected classroom instruction in library use offered as part of Freshman English, library orientation tours, and individualized service will further tax the staff to the limits.

The operating expense (OE) budget also remained low, precluding the appropriate subsidy of staff development endeavors. Despite the fact that the finan-

cial burden had to be borne partially or fully by the traveler, several librarians attended conferences, workshops, and training seminars. Because the improved skills or broadened knowledge of the participating individual invariably benefits the institution, these employees deserve thanks for their efforts.

Another aspect of fiscal restraint effected all employees equally. The legislature authorized an across-the-board salary adjustment for all state employees at 2.71% with no opportunity to reward meritorious performance with some special recognition. The absence of adequate salary adjustments further widened the gap of remuneration between the public and private sectors for comparable work, making well-nigh impossible the retention of the best qualified employees in the system. At the time of this writing, the Chancellor of the SUS has made a special plea to the legislature for bringing some relief in this area. It is hoped that a positive response will alleviate this problem.

In July 1983 the frozen position of Assistant Director was released by the administration. A search committee was selected and convened in the fall and the recruiting process began. The committee concluded its work in February 1984, however it was felt that the applicant pool did not have a sufficient representation of minority candidates. The search was reopened and the search process was nearing its conclusion at the turn of the fiscal year. It is expected that an Assistant Director will be hired and on board by Fall 1984. Concurrently with the appointment of the new Assistant Director a partial reorganization of the library will be taken under advisement, utilizing the new administrator's advice and expertise.

Automation remained a continuing concern for the entire library. The Inter-institutional Library Committee, consisting of the directors of the State University System libraries, requested the establishment of a Type I Center, hosted by the University of Florida campus, whose mission will be the organization, coordination, and overseeing of automation functions at each SUS library. The consensus was reached that all nine libraries will use the NOTIS/FOCUS system for online catalog. NOTIS/FOCUS, the software package purchased from Northwestern University and modified to accommodate SUS needs, also anticipates to have a circulation software package available at a later date. The opportunity to permit other library functions to migrate to the NOTIS/FOCUS system is expected at a later date. Thanks to vigorous lobbying by the BOR, the legislature funded the statewide automation proposal at \$3.1 million for the first year. This money will pay for all the installation costs and most of the hardware.

Automation being an integral part of the activities of the circulation, cataloging, serials and reference departments, still leaves the need of automating the acquisitions functions as well. The acquisitions component of NOTIS/FOCUS, already available, will give us the opportunity to accomplish this long-standing objective.

A cash donation for the purchase of terminals enabled the UNF library to take a major step toward the implementation of a public access online catalog. The terminals can now address the author and title files of the CLSI database, and it is expected that the subject catalog will also be online in the not too distant future. The gift came from Conrad Weihnacht, a UNF alumni and long time institutional friend, and Mrs. Weihnacht. Other major gifts for the purpose of automation were received from Blue Cross-Blue Shield of Florida, and

from a UNF librarian and her husband, Linda and Larry V. Smith. We are deeply grateful for their generosity that made urgently needed equipment purchases possible. We continue to actively solicit special gifts for automation enhancements, to cover the expense of those hardware needs not funded by institutional allocations. With the rapid evolution of microtechnology, the increasing sophistication of library staff, and surging demands of library patrons, the need for such equipment cannot be met without the generous contributions of private donors.

The Council for Interinstitutional Planning (CIP) was formed during the year, with the mission to promote cooperation among the four institutions of higher education in the city of Jacksonville: Florida Junior College, Jacksonville University, Edward Waters College, and UNF. The subcommittee on libraries concerned itself with the development of up-to-date databases of library holdings that will eventually result in an automated union catalog and allow the interlibrary querying of holdings and circulation status of library materials. The initial funding of the proposed project will make it possible for Edward Waters College to become a Solinet/OCLC member and begin the retrospective conversion of its cataloging data into machine readable form.

The consistent underfunding of the SUS libraries in the past four years created a state-wide awareness of this near-crisis problem. The Chancellor and the Board of Regents were successful in communicating the magnitude of the problem to the legislature, whose positive response produced a materials budget of \$12 million for 1984-85, which represents a \$4,736,636 or 65.21% increase over the fiscal year just concluded. It is also hoped that the legislature will adhere to the commitment of regarding next year's funding a floor beneath which book budgets will not be allowed to fall in the future. This should result in the first sound materials budget for UNF in years, giving us the hope that the leanest years of our development are finally behind us. With the assurance of consistent funding the library can again entertain long range collection development goals and expect to attain them in a timely fashion. Despite the difficulties in the area of staffing and salaries that remain to be resolved, the substantially larger book budget along with the anticipated major enhancements in library automation permit us to look forward to the next fiscal year with renewed optimism in our institutional future.

Andrew Farkas
Director of Libraries

LIBRARY BUDGETS 1978-1984

	1978-79	1979-80	1980-81	1981-82	1982-83	1983-84
Total Library Budget	1,305,216	1,093,809	1,271,593	1,151,959	1,114,549	1,195,668
Personnel						
Line Item	456,676	532,093	583,802	632,810	671,422	664,809
OPS	56,112	36,382	57,684	74,118	55,324	54,222
Total	512,788	568,475	641,486	706,928	726,746	719,031
% of Total Budget	39.4	52.0	50.4	61.0	65.2	60.1
Operating Expense	36,924	38,358	48,510	42,023	43,570	52,030
% of Total Budget	2.8	3.5	3.8	3.9	3.9	4.4
Equipment (OCO)	19,465	150	9,355	0	0	0
% of Total Budget	1.5	0	.7	0	0	0
Books and Resources	735,159	486,826	572,242	403,008	344,233	424,607
% of Total Budget	56.3	44.5	45.1	35.0	30.9	35.5

LIBRARY BUDGET AS PERCENTAGE OF TOTAL UNIVERSITY E&G BUDGET 1978-1984

	1978-79	1979-80	1980-81	1981-82	1982-83	1983-84
Total Library Budget	1,305,216	1,093,809	1,271,593	1,151,959	1,114,549	1,195,668
University E&G Budget	11,801,865	13,049,321	14,254,796	16,203,995	16,503,060	17,625,896
% of E&G Budget represented by Library	11.1	8.4	8.9	7.1	6.8	6.8

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department
Materials Expenditures
1978-1983

	1978-1979	% of Total	1979-1980	% of Total	1980-1981	% of Total	1981-1982	% of Total	1982-1983	% of Total
Materials: Continuations										
Newspapers	3,042.68	0.4	2,152.68	0.4	3,388.97	0.6	3,706.79	91.98	3,607.05	1.05
Services	19,909.69	2.7	20,366.18	4.2	21,098.30	3.7	23,793.87	5.90	26,102.96	7.60
Standing Orders	22,566.60	3.0	20,771.60	4.2	23,414.26	4.1	25,009.38	6.21	24,016.24	7.00
Subscriptions	101,757.08	13.8	116,378.93	23.7	143,458.08	25.1	133,549.93	33.14	126,872.62	36.97
Subs-Microform	18,386.05	2.5	18,452.68	3.8	20,124.60	3.5	22,797.50	5.66	25,313.12	7.37
Subtotal	165,662.10	22.4	178,122.07	36.3	211,484.21	37.0	208,857.47	51.82	205,911.99	59.99
Materials: Non-Continuations										
Audio-Visual	66,640.19	9.0	28,823.97	5.9	39,503.29	6.9	11,048.65	2.74	1,822.60	0.53
Backfiles	19,314.09	2.6	8,711.21	1.8	12,872.36	2.2	1,275.37	0.32	2,994.75	0.87
Backfiles-Micro	77,995.42	10.6	12,245.28	2.5	35,487.29	6.2	27,884.98	6.92	501.00	0.15
Books-Approval	143,979.91	19.5	115,794.12	23.6	113,657.02	19.9	52,577.50	13.05	32,970.81	9.61
Books-Ordered	134,033.68	18.1	66,879.19	13.6	93,481.74	16.3	31,231.18	7.75	21,990.27	6.41
Curriculum	11,201.96	1.5	6,689.12	1.4	6,944.65	1.2	2,937.35	0.73	239.09	0.07
Documents	2,875.35	0.4	NA	0.0	NA	0.0	3,475.00	0.86	175.00	0.05
Miscellaneous	7,854.09	1.1	6,487.97	1.3	9,485.96	1.7	5,045.55	1.25	1,622.19	0.47
Subtotal	463,894.69	62.8	245,630.86	50.1	311,432.31	54.4	135,475.58	33.62	62,315.71	18.16
Total Materials	629,556.79	85.2	423,752.93	86.4	522,916.52	91.4	344,333.05	85.44	268,227.70	78.15
Processing										
Binding-Books	9,380.56	1.3	7,129.00	1.5	1,363.55	0.2	758.42	0.19	701.61	0.20
Binding-Journals	16,716.73	2.3	22,314.93	4.6	18,158.14	3.2	19,848.87	4.93	20,262.98	5.90
Postage, Handling	7,985.21	1.1	5,961.76	1.2	8,203.43	1.4	6,547.41	1.62	7,353.04	2.14
Solinet	56,015.71	7.6	10,469.10	2.1	16,793.79	2.9	31,520.70	7.82	41,311.61	12.04
Supplies	19,402.57	2.5	20,443.81	4.2	4,834.00	0.9	0.00	0.00	5,406.00	1.57
Subtotal	109,500.78	14.8	66,318.60	13.6	49,352.91	8.6	58,675.40	14.56	75,035.24	21.85
Total Resources	739,057.57	100.0	490,071.53	100.0	572,269.43	100.0	403,008.45	100.00	343,262.94	100.00

UNIVERSITY OF NORTH FLORIDA LIBRARY
Library Inventory
1978-1984

	1978-1979	1979-1980	1980-1981	1981-1982	1982-1983	1983-1984
Main Resources						
Beginning Inventory	206,779	226,374	245,704	259,846	272,521	283,206
Units Added	20,124	19,976	15,035	13,808	11,422	10,934
Units Lost or Withdrawn	(529)	(646)	(893)	(1,133)	(737)	(1,233)
Ending Inventory	226,374	245,704	259,846	272,521	283,206	292,907
Other Resources						
Beginning Inventory	105,119	128,619	172,667	192,891	217,970	229,759
Units Added	25,923	52,833	28,985	35,893	19,694	16,940
Units Withdrawn	(2,423)	(8,785)	(8,761)	(10,814)	(7,905)	(5,397)
Ending Inventory	128,619	172,667	192,891	217,970	229,759	241,302
Total Collection						
Strength	354,993	418,371	452,737	490,491	512,965	534,209
Volumes in Process (FASTCAT)	8,410	5,707	6,607	4,782	1,933	1,726

The year's acquisitions included 3,157 volumes on approval of which 2,996 were kept and 161 were returned (for a return rate of 5.1%); 3,105 firm orders for monographs, 1,135 curriculum and audio-visual items, and 4,300 gifts of which 1,800 were added to the collections. Serials acquisitions are reported separately with Serials Dept. statistics.

TECHNICAL SERVICES

The past fiscal year was once again dominated by the process and routines of local library automation. If anything, the Technical Services Division was even more absorbed with problems of bibliographic database maintenance than it was in 1982/83, the initial year of experience with the LIBS 100 computer, installed by CL systems in December 1982. While I ended my section of last year's Annual Report on a somewhat pessimistic note of indecision about the benefits of the new system, several developments of the past year, while not relieving the awesome amount of work surrounding the maintenance of the database, have notably improved the Library's possibilities for achieving both a sophisticated on-line catalog and for finally reaching the goal of a totally integrated library automation system.

By the early months of the fiscal year, about 210,000 bibliographic records in standard MARC communications format had been loaded into the LIBS computer, and the file was being accreted on a weekly basis by tapes received from OCLC reflecting cataloging activity for the previous week. While the entire bibliographic base can be accessed, about 180,000 records (those loaded between December 1982 and May 1983) can only be retrieved by call number, main corporate or personal author, main title, or OCLC control number. This situation was fully explained in last year's report as being the penalty paid for getting a database loaded quickly for circulation purposes. The remainder of the database is fully accessible by all traditional access points (and some non-traditional ones such as the manufacturer's serial number for sound recordings), but, obviously, the preponderance of the bibliographic database is not accessible as it must be if the card catalogs are to be closed. This problem, the solution of which is to reload the MARC database, await the provision of system enhancements by the vendor, CLSI.

Despite the serious limitation described above, the LIBS system has been enthusiastically embraced by all library departments as a serious bibliographic tool. Soon after the beginning of the fiscal year, the Reference Department began an inventory project to match materials in the Department's collection against appropriate records in the bibliographic database and to input "barcode" records for all holdings in that collection. Substantially the same project has been carried out during the year in the Media Resources Center for curriculum materials and music scores. The library staff began a project in 1979 of "barcoding" the regular circulating book collections, and so an enormous portion of the cataloged collections are both represented in the online bibliographic database and are also fully prepared for automated circulation by the LIBS. It remains for the staff to input barcodes for all periodicals, index/abstracts, most government documents, and certain audio-visual materials not already covered.

Even though certain of these previously mentioned collections are not yet fully cataloged through the normal processes of the Cataloging Department, the convenience of automated circulation in addition to on-line bibliographic retrieval made a compelling argument for inputting temporary, machine-readable

records for the materials in these collection into the LIBS. Soon after the beginning of the fiscal year, projects were set up for doing so in both Government Documents Department and the Media Resources Center, repositories for most of the Library's uncataloged materials (for the most part, these resources have been listed in very informally generated card catalogs maintained by department personnel whose primary responsibilities have been in public services and not cataloging). The project in the Documents Department concentrates on all new additions to the collection with the result that the card-based, brief cataloging system for that collection--involving the increasingly expensive and difficult reproduction of card masters--has now been discontinued. The Media Resources project concentrates on the inputting of materials as they circulate. While the resulting database entries are neither in MARC format nor under the formal control of the Cataloging Department, the retrieval aspects for resources in these collections have, nonetheless, been vastly enhanced.

Gradually, materials in both the Media Resources Center and the Documents Department are coming under full cataloging control. Great progress was made in this regard in the past year, and as resources are fully cataloged, the brief records input into the LIBS database mentioned above are replaced by full level, MARC records generated by the Cataloging Department via OCLC. During the year, cataloging for the Center's motion pictures collection was substantially completed, and full cataloging was begun on the slides collection, the sound recordings collection, and, just before the end of the year, on the video cassettes collection. Full MARC-level cataloging for all materials in the Media Resources Center should be completed within three to five years.

Formal cataloging for materials in the Documents Department was initiated at the beginning of this fiscal year but will not be completed for several years. The project is progressing on a selective basis with the head of the Documents Department choosing materials to be sent for cataloging which have lasting value for the collections and which, consequently, will be retained substantially longer than many ephemeral publications that are added to the collection.

Towards the end of December a milestone was reached in the library's automation program when CL Systems delivered its first MARC Editing Terminal to the Technical Services Division for final testing and approval. Based on an extensively modified Apple IIe microcomputer, the terminal was designed to permit sophisticated local editing and maintenance of the MARC records stored in the library's LIBS computer. While to this point it had been possible to display the locally-stored MARC record, it was not possible to manipulate or edit it in any way. In order to correct or modify bibliographic records it was necessary to completely re-edit the record on OCLC, a time-consuming and costly process. While difficult to explain to the non-specialist, maintenance of the institution-specific MARC record is the essence of modern library automation; and with the passing of this event the University of North Florida joined the ranks of a still relatively exclusive club, the other members of which are generally the far larger and older research libraries.

So important is the ability to edit local MARC records that it must be counted among the two or three most significant events in the history of the library's bibliographic system, the others being the introduction of online, computerized cataloging on OCLC and the conversion to machine-readable form of all the bibliographic records in the library's card catalogs.

During the nine years that the library has been accumulating its archive of MARC bibliographic records, many problems and inconsistencies have been inadvertently introduced into the database, which could neither be detected until the records were loaded into a local computer system, nor easily corrected until the advent of the MARC Editing Terminal. During the past six months that the editing terminal has been in place, a very significant start has been made toward the process in cleaning up the library's online database. This is a process which will take several years but which is the key to efficient library bibliographic systems of the future.

While library automation dominated the activities of the Division during the year, many other events and activities of note also occurred. These are described in the departmental reports which follow.

John Martin Hein
Interim Assistant Director of Libraries and
Head, Technical Services

ACQUISITIONS DEPARTMENT

The Library's original materials budget for FY 1983/84 amounted to approximately \$437,000, the third consecutive year of inadequate resource funding. It is becoming increasingly difficult for the Library to stretch these limited dollars to meet the diverse, expanding curriculum needs of UNF.

As usual, more than half of the money (approx. 242,000) was spent on serials and binding. As we had made several cutbacks in recent years, we were able to hold the line in this area. Other expenses which further depleted funds for materials included over \$18,000 for SOLINET charges, \$8,500 for postage, and over \$13,000 for miscellaneous expense-type items such as bar-code labels, microfilm copy machine paper, and maintenance for the CLSI circulation system--a recurring problem which needs to be dealt with by the University administration.

Some \$128,000 were spent on books and another \$23,000 on audiovisual materials. A major inconvenience was that we had to wait for the 3rd and 4th quarter releases before we could order and receive on the non-serials portion of the budget. For the first time in years we had to certify forward approx. \$35,000 worth of outstanding orders.

With the release of the 4th quarter allocation and a positive prognosis for the 1984/85 fiscal year, we re-instated our approval program in April 1984, and began back-ordering a number of titles we had selected for the three years' worth of review slips provided by our approval program vendor. Since so much was needed we concentrated on lower cost items. We reviewed 3157 volumes on approval, returning 161 for a return rate of 5.1%. The 2996 titles which we kept cost an average of \$22.44 each.

Our firm order dollars were stretched by ordering lower-cost items as well as through selective purchasing of paperbacks instead of clothbound volumes. We have noticed that some publishers' clothbound copies are often double or more the cost of paper bound volumes. If needed, we can send paperbacks to a commercial bindery for considerably less money. Some 3100 volumes were firm ordered at a unit cost of \$19.24.

In fiscal 1982/83, budget problems had resulted in the cancellation of our Leisure Reading program. After months with little emphasis on popular titles, we received a special UNF Training and Service Institute grant of \$5,000 to re-establish the program. Our special thanks go to Dr. Steve Shapiro, President of the UNF Faculty Association, for his efforts in providing this valuable fringe benefit for the University community. We hope this special funding will continue, so that regular books funds can be used to fill gaps in the academic collection. Ingram, our new Leisure Reading vendor, is also providing us with an opportunity to buy selected trade titles for the general collection at a 40% discount, one of the highest in the industry.

Another instance of dollar stretching brought a noteworthy addition to our collection of sound recording when Corsat Records went out of business. Librarians and Fine Arts faculty selected over 550 records for \$2,400.

Gifts continued to provide us with substantial work this year. Approximately 4300 donated volumes were reviewed by the staff, with over 1800 designated as worthy of being placed in the collection. The rest were either donated to other schools or put aside for next year's book sale.

The continuation of reduced budgets, inflationary book prices, and the recent installation of a circulation system which provides us with the capability of on-line holdings checks have affected work assignments in Acquisitions. While our work flow has lessened, that of other areas has increased. It was decided that our one LTA II would be assigned full-time to cataloging and, in return, cataloging would give us half of a Clerk-Typist III position. This reduced the Acquisitions staff to two full-time career service positions (one LTA I and one Clerk-Typist III) plus the Department Head. While this staffing pattern would normally meet our needs, we have had a problem retaining personnel in the Clerk-Typist III position because of low pay. That position turned over several times this year resulting in as many hiring freezes and contributing to the delays in ordering that resulted in our having to certify forward over \$35,000. We hope that conditions will improve by next year.

Sheila Mangum
Head, Acquisitions Department

**UNIVERSITY OF NORTH FLORIDA
Collection Inventory 1983-1984
Resource Units**

Main Resources	7/1/83	Hard Copy		6/30/84
		+	-	
General Collection	211,867	6,470	(569)	217,768
Bibliography	859	17	(4)	872
Documents (LC)	287	25	(1)	311
Index/Abstract	5,107	227	(3)	5,331
Map/Atlas	118	16	(2)	132
Oversize	566	19	(2)	583
Periodicals	35,596	2,465	(7)	38,054
Reference	12,175	1,024	(645)	12,554
Special	351	7	0	358
Total	266,926	10,270	1,233	275,963
Other Resources				
Annual & 10K Reports	15,508	0	0	15,508
College Catalogs	957	0	0	957
Curriculum*	5,259	264	0	5,523
Docs (Su Doc)	97,195	11,640	(5,397)	103,438
ERIC	—	—	—	—
Maps	4,576	167	0	4,743
Media Resources (See Separate Listing)	—	—	—	—
Music Scores	4,182	201	0	4,383
Newsbank	—	—	—	—
Pamphlets	368	0	0	368
Pictures/Portraits	4,677	0	0	4,677
Telephone Directories	339	0	0	339
Total	133,061	12,272	5,397	139,936
GRAND TOTAL	399,987	22,542	6,630	415,899

This Table Continued On The Next Page

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

†Vertical total only.

Microfilm			Microfiche				Totals
7/1/83	+	6/30/84	7/1/83	+	6/30/84	+ 8	
542	0	542	121	(19)	102	13	218,323
—	—	—	—	—	—	—	872
332	0	332	23	0	23	3	646
42	0	42	553	118	671	84	5,457
—	—	—	—	—	—	—	132
—	—	—	—	—	—	—	583
14,878	575	15,453	865	87	952	119	53,626
176	0	176	915	529	1,444	181	12,911
—	—	—	—	—	—	—	358
15,970	575	16,545	2,477	715	3,192	400	292,908
—	—	—	51,798	3,276	55,074	6,884	22,392
—	—	—	3,622	0	3,622	453	1,410
—	—	—	3,353	0	3,353	419	7,658
1,287	8	1,295	134,629	6,711	141,340	17,668	122,401
—	—	—	302,119	19,418	321,537	40,192	40,192
—	—	—	—	—	—	—	4,743
—	—	—	—	—	—	—	30,111
—	—	—	486	0	486	61	4,444
—	—	—	19,493	1,048	20,541	2,568	2,568
—	—	—	—	—	—	—	368
—	—	—	—	—	—	—	4,677
—	—	—	—	—	—	—	339
1,287	8	1,295	515,500	30,453	545,953	68,244	241,302†
17,257	583	17,840	517,977	31,168	549,145	68,644	534,209†

UNIVERSITY OF NORTH FLORIDA
Collection Inventory
1983-1984
TITLES

MAIN RESOURCES	On Hand 6/30/83	Added	Withdrawn	On Hand 7/1/84
General Collection	188,224	5,525	284	193,465 ¹
Bibliography	57	1	1	57
Documents (Classed LC)	90	0	1	89 ²
Index/Abstract	223	8	0	231 ³
Map/Atlas	108	15	0	123
Oversize	526	16	1	541
Periodicals	2,910	0	135	2,775 ⁴
Reference	4,550	353	200	4,703 ⁵
Special	260	7	0	267
Total	196,948	5,925*	622	202,251

OTHER RESOURCES

Annual Reports	2,993	0	0	2,993
Curriculum	3,352	227*	0	3,579 ⁶
Media Resources	27,557	602	(57)	28,102
Music Scores	2,362	146*	0	2,508 ⁷

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

¹Includes 118 titles on microfilm, 13 microfiche.

²Includes 6 titles on microfilm.

³Includes 3 titles on microfilm.

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

⁵Includes 10 titles on microfiche.

⁶Includes 2 titles on microfiche.

⁷Includes 3 titles on microfiche.

*Of the total of 6,298 new titles handled by the Cataloging Serials Departments, 365 titles represent original cataloging, 863 modified LC cataloging, and 5,070 unmodified LC cataloging. In addition, 882 titles were recataloged.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department
1983-1984 Budget Disbursements

	Amount Expended 1983/84	% Of Total Expended	% Of Total Expended on Materials	\$ Change From 1982/83	% Change From 1982/83
Materials:					
Continuations					
Newspapers	2,906.37	0.66	0.78	(700.68)	(19.43)
Services	28,230.07	6.45	7.59	2,127.11	8.15
Standing Orders	28,520.54	6.52	7.66	4,504.30	18.76
Subscriptions	133,656.00	30.53	35.92	6,783.38	5.35
Subs-Microform	23,386.10	5.34	6.28	(1,927.02)	(7.61)
Subtotal	216,699.08	49.50	58.23	10,787.09	5.24
Materials:					
Non-Continuations					
Audio-Visuals	22,954.41	5.24	6.17	21,131.81	1,159.43
Backfiles	1,273.85	0.29	0.34	(1,720.90)	(57.46)
Backfiles-Micro	189.30	0.04	0.05	(311.70)	(62.22)
Books-Approval	67,015.72	15.31	18.01	34,044.91	103.26
Books-Ordered	59,576.76	13.62	16.02	37,586.49	170.92
Curriculum	1,403.88	0.32	0.38	1,164.79	487.18
Documents	2,799.50	0.64	0.75	2,624.50	1,499.71
Miscellaneous	183.41	0.04	0.05	(1,438.78)	(88.69)
Subtotal	155,396.83	35.50	41.77	93,081.12	149.37
Total Materials	372,095.91	85.00	100.00	103,868.21	38.72
Processing					
Binding-Books	2,609.64	0.60	NA	1,908.03	271.95
Binding-Journals	22,869.22	5.22	NA	2,606.24	12.86
Postage, Handling	8,568.78	1.96	NA	1,215.74	16.53
Solinet	18,463.83	4.22	NA	(22,847.78)	(55.31)
Supplies	0.00	0.00	NA	(5,406.00)	(100.00)
Subtotal	52,511.47	12.00	NA	(22,523.77)	(30.02)
Total Resources	424,607.38*	97.00	NA	81,344.44	23.70
Non-Resources					
Personnel	0.00	0.00	NA	0.00	0.00
Expense, Equipment	13,154.25	3.00	NA	12,184.25	1,256.12
Total Non-Resources	13,154.25	3.00	NA	12,184.25	1,256.12
Total Expended	437,761.63	100.00	NA	93,528.69	27.17

*Includes \$886.37 Title II grant.

SERIALS DEPARTMENT

The Serials Department compiled a well received new product for the library community this year, continued on-going projects involving serials cataloging, carried out a major cancellation project, and participated in the use of the new LIBS system. Time was available for special projects because low funding again prevented ordering new serials titles. The journal subscription list, in fact, has decreased in size over the past three years due to lack of funds.

The first edition of the Jacksonville Union List of Serials was produced in August. The list was the culmination of a year's effort on the part of all members of the Serials Department. Journal holdings were included for the major Jacksonville libraries: UNF, Jacksonville University, Florida Junior College (four campuses) and Jacksonville Public Library. The tool was welcomed by the UNF staff, but gained its highest praise from members of the participating libraries. This was the first time a comprehensive listing of journals had been compiled for the Jacksonville area. This was also the first time the library had been permitted to do its own computer programming rather than wait for the computer center staff to develop needed programs.

A second lengthy project involved the evaluation of the journal collection, and subsequent cancellation of a number of titles. Faculty were asked to identify all titles that were relevant to their field of teaching. Titles not identified as essential to any academic area composed the core list of journals to be considered for cancellation. A use study was compiled by the Serials Department staff and Reference Librarian Mary Davis, identifying low use titles. These titles were added to the base list, then the staff suggested additional titles as candidates to be dropped. After careful evaluation by the professional staff, a revised list of potential cancellations was distributed to the faculty for their consideration. The final result netted 253 titles to be cancelled, saving the library \$14,971.21. A byproduct of this effort was the ability to list titles by relevant academic department, with individual names of the faculty who used the titles. The project required numerous hours of data collection and compilation of statistics, and the entire Serials staff worked diligently under stringent time and constraints. The fact that much data was either unavailable or needed to be compiled by hand indicated the need for more advanced methods of serials control and a greater exploitation of computer technology.

In cataloging, a project to fully catalog all periodical titles was completed. Full subject access is now available for over 2,500 journal titles. For new titles, records are placed in the LIBS system with classification and subject headings while awaiting full cataloging on OCLC. Cataloging of Documents continued, with original cataloging completed when necessary. All shelf listing procedures were revamped to include LIBS updating, including input of bar codes, and addition of an item record for each new volume to LIBS.

Acquisition of new serial titles was nonexistent, with the major event of the year being the cancellation project described above. Even with the cancellation of titles, the department still handled 20,337 periodical issues and 1,754 standing order volumes. A new procedure was initiated for obtaining missing issues, where a third claim or an effort to bind would trigger an order for the missing issue. This resulted in the more timely acquisition of issues, and a greater number of complete volumes for binding.

The department endured a temporary loss of personnel this year. Vicki Stanton, Assistant Head of Serials, was on educational and personal leave for almost nine months of the year, requiring John Hein, as Head of Serials, to monitor daily activities. The absence of serials acquisitions activities allowed for the temporary re-deployment of staff. Glenda Morris, LTA II, served for three months in the Reference Department. The remaining staff assumed additional duties and enabled the department to continue running smoothly. The year was one of "business as usual," with the exception of major efforts to control the journal collection by cancelling titles, and to compile the combined holdings list of area libraries.

Victoria Thomas Stanton
Serials Librarian

**UNIVERSITY OF NORTH FLORIDA
Serials Department**

	Previous Totals	Net Change 1983-84	Totals to Date
SUBSCRIPTIONS:			
Newspapers	21	(2)	19
Periodicals	2,122	(288)	1,834
Business & Legal Services	126	(2)	124
Microfilm	108	(17)	91
Free/Gift	154	(1)	153
Depository (Gov't. Docs.)	56	1	57
STANDING ORDERS	460	38	498

BINDERY STATISTICS	Volumes
Books	175
Periodicals	2,951

CHECK IN:

During the year 20,337 current issues, 6 complete backfile volumes and 161 back issues, 1,754 standing order volumes, 454 microfilm reels, and 23,929 pieces of microfiche were checked in; in addition, 92 volumes and 3,446 periodical issues were received as gifts of which 61 volumes and 954 issues were retained. Finally, 530 claims were issued for unreceived materials.

CATALOGING DEPARTMENT

This was another year of mixed blessings: a greatly reduced budget combined with the introduction of a major new tool for bibliographic control. For the first part of the year, after an initial burst of cataloging of new materials, the Department concentrated on alternate cataloging activities. The most recent review of the FASTCAT collection was completed and the manual "shelflist" for the collection was read and purged, in so far as possible, of all incorrect slips. All the cataloging snags from the shelflist conversion, including those requiring original cataloging, were brought online. For the year 1983-84, 1,196 snag titles were redone; a total of 9,216 titles were converted during the entire snag title project (1977-78 through 1983-84). The film collection (343 titles) in the Media Resources Center was recataloged online and classified, and about two dozen titles requiring original cataloging remain to be done. Also, a major amount of work was done in cataloging sound recordings (579 titles). In quantitative terms, the Department cataloged 7,003 monographic titles (of which 605 were recataloged titles), 1,145 audio-visual titles (all media), and 413 document titles.

A major new group of materials, government documents, both federal and Florida state, was introduced into the work flow. Several difficult questions arose in this process not the least of which was the relationship of the new materials to the present card catalog system and to the new online control system. It was decided to treat the documents similarly to the sound recordings and produce only a shelflist card, relying otherwise on the online record for bibliographic access. Work flow for the documents is still somewhat unsettled but the basics are in place for a major effort in the coming year, time permitting. The Department also began the cataloging of slide sets, including slide/sound sets, in the Media Resources Center (202 titles cataloged). A special project to introduce a subject cross reference system in the curriculum catalog was carried out, the base system established, and routines implemented to maintain it on a minimal level.

The introduction of the major tool, the LIBS 100 system, brought many changes to cataloging routines. The integration of these new procedures with past practices, preparation of training tools, and the instruction of staff occupied many hours and occasioned the revision of almost all current methods of operation. Direct access to the full Marc record via the Apple IIe/LIBS editor provides the most exciting potential for the future, bringing closer the possibilities of an online catalog and the phasing out of the card catalogs. Although certain small steps have been taken towards this goal, such as maintaining no paper file access to the FASTCAT collection and discontinuing the production of full card sets for certain materials, both systems--card and online--are now being added to and revised in so far as possible. A continuing shift of emphasis from the card to the online files should become more pronounced next year. In an ongoing background activity, most cataloging staff spent some time attempting to match previously generated barcode labels to

titles in the collection, and in the process, identifying and correcting errors and duplicates in the online database. Authority work continues in all files--card and online. Possibilities for more sophisticated methods of online authority control, including global change capabilities, are in the exploratory stage only. Catalogers are being asked to gradually shift the majority of their updating work from OCLC to the online LIBS editor. It is not possible, given current resources, to maintain both the card catalogs and the database however, and until a major shift of emphasis and availability to the public is achieved for the online database, a continuing effort will go into the card catalogs. While all the catalogs are constantly revised, an increasing number of split files are occurring, particularly in the main subject catalog, as a result of the great number of changes being made in the list of Library of Congress Subject Headings.

As it was a year of change for many staff in learning new things, there were several organizational changes of personnel. One of the professional catalogers was on a six month maternity leave, but fortunately, part-time temporary personnel of comparable expertise could be hired to bridge the gap. A second Clerk-Typist position was reclassified to a Library Technical Assistant I level, reflecting the increasingly sophisticated work required in the Department. An effort is underway to shift as much of the simpler card filing duties as possible to student assistants. In a trade-off with the Acquisitions Department, Cataloging gained one new Library Technical Assistant II position, while giving up a half-time Clerk-Typist III position.

One half of another Library Technical Assistant II position, which has been split for many years between two part-time employees, was vacated in January and is currently being filled by a temporary employee. The two halves of the position will be rejoined in August of the next fiscal year, and the Department will be recruiting one full-time person for the slot. The increasingly technical and difficult nature of the work combined with a high level of change and need for continuous training, at least in the foreseeable future, make it impractical to continue a split position.

In the coming year, a more systematic revision and compilation of departmental routines should be completed. If technically possible, significant advances should be made in authority control and several major projects can begin to update the database.

Linda L. Smith
Head, Cataloging Department

CIRCULATION DEPARTMENT

Continuing our evolution, the Circulation Department enjoyed an entire fiscal year with the new management features offered by our CLSI circulation system. We are now able to apply more quantitative values to our operations and measure workloads more completely.

In analyzing the department's workload (excluding stack maintenance operations) we are presently supporting 254.5 hours (6.3 FTE) with a permanent staff of 5 FTE (200 hours). The 54.5 overload hours plus all stack maintenance operations are supported with O.P.S. (temporary student assistant) personnel. The Circulation Department presently uses 61% of the available O.P.S. budget.

The role of circulation employees has evolved well beyond the stereotypical image of a clerk checking books in and out. The circulation staff is the essence of the mechanics which provides inventory accountability and operational protection as a direct extension of the accountable officer--the Director of Libraries.

In addition to checking out books, the staff must process and protect registration and circulation records as prescribed by state law, protect the library from copyright infringement (either direct or indirect), provide accurate fiscal accounting to the State for fines and other library charges and maintain accountable control over a multi-million dollar collection comprised of hundreds of thousands of separate units, and provide implementation for handicapped and life/safety codes as a protection of the library's patrons. This accountability/protection if not maintained consistently and accurately could cost the University and the State sizeable losses and penalties.

In the course of the year, a survey of Circulation Department's workload became necessary. For the sake of permanent record an abstract of the document is reproduced here.

* * *

PRESENT CIRCULATION WORKLOAD

The department presently supports 254.5 hours (6.3 FTE) with a permanent staff of 5 FTE (200 hours), and the use of O.P.S. assistance to fill out the rest of the schedule. Because of the considerable time I spend in administering the CLSI contract and in the planning of the FOCUS migration, I am not included in the coverage of these Circulation functions, although I do act as backup to every position on my staff in the event of absence or illness. (The workload represented in this discussion refers to in-department contact services and do not include OPS supported stacks services, e.g., shelving, pickups, stack maintenance, shelf reading, etc.) The hours required for that function are IN ADDITION to those represented. In addition to stacks maintenance our regular desk services also require O.P.S. personnel to supplement the full time staff in order to meet our minimum schedule commitment.

SYSTEMS personnel (13.5 hours per week) perform those functions which support the automated system required to maintain and backup the CLSI system. Work hours are generally scheduled when the library is closed because system maintenance requires that all terminals be "down" during these functions. To schedule system maintenance during normal library hours would require redundant, considerably slower procedures for checkout, checkin and other services to accomplish the same service end. In addition manual transactions would have to be entered into the system when it is next available. These redundant procedures would further complicate our personnel utilization.

The SUPERVISOR (79 hours per week) is the key employee, with considerable training, scheduled at the circulation desk, and is responsible for all book inventory control transactions, patron registration, telephone answering, building monitoring, problem solving, reserve book shelving/maintenance, and supervising the presort and stack maintenance and training operations. This person is a front line representative of the library, who has undergone considerable training that include computer protocols, knowledge and interpretation of the prevailing codes, laws, regulations and guidelines. Without this training the employee might jeopardize the legal accountability of the Library and the Director, or may inadvertently put him/herself in legal jeopardy through a lack of knowledge.

BACKUP (79 hours per week). This personnel function is a key factor in scheduling. This person acts as the contingency employee when the SUPERVISOR is absent, on break, at lunch, or otherwise unable to be at the circulation desk. In the presence of the SUPERVISOR, this person works in preshelving and stack services, problem solving, hold requests, and provides additional assistance during peak traffic periods. This person is essential during night and weekend hours and is key during normal weekday hours.

RESERVE (15 hours per week). This employee processes faculty reserve requests to place materials on or remove materials from the course reserve collection.

RESERVE DESK (12 hours per week). The reserve desk attendant is scheduled only at peak circulation periods to accommodate student needs at the circulation desk and to offer reference type service for the reserve collection.

ACCOUNTS RECEIVABLE ASSISTANT (16 hours per week). This is a responsible position performing all interfaces between the patron (invoicing), departments (interdepartmental charges), the University Cashier's Office (directly and through CORE/SAMAS). This employee spends many hours in auditing, filing, checking, problem solving during hours when the University's CICS administrative access (terminal) is available. The required skills are those of both a fiscal assistant and a CLSI operator.

INTERLIBRARY LOAN LTA (30 hours per week). This person is responsible for processing patron interlibrary loan requests, including verification to ALA and network standards, initiating the requests over the OCLC system and manual forms, and responding to other libraries' requests of UNF. This person must work when OCLC system access is available at a reasonable response time rate (to realize efficiency). In addition to the hours in this function, this employee also maintains a two hour daily shift as a SUPERVISOR.

INTERLIBRARY LOAN SUPPLY CLERK (10 hours per week). This employee (OPS) assists the Interlibrary Loan LTA in supplying books and materials to other libraries, in fulfillment of our contractual commitment to FLIN (Florida Library Information Network), and to a lesser degree to the interlibrary loan network at large. In addition, this person serves as a RESERVE DESK or BACKUP assistant.

STACK SERVICES ASSISTANTS These are OPS student assistants, minimally trained, providing shelving, presort, shelf reading, stack maintenance, hold requests, stack page services. The number of student assistants needed for stack maintenance services is based on our experience over the past 12 years. This year the arrival of freshmen will predictably increase our workload for every public services department of the library. Our experience is not sufficient to anticipate the full impact of this change, and the extent of our need for additional OPS staffing.

* * *

Circulation Services Section

As the statistics below indicate, the library's circulation transaction volume is down, yet our overall circulation figures remain consistent with last year. Factors affecting these figures include:

1. The university's change from a quarter to a semester system. This change continues to impact circulation in the form of faculty term loans (down potentially from four per year to three per item) and the fact that there are now only three research peak periods per year rather than the usual four.
2. The general loan period was increased from two to three weeks. This has permitted fewer possible checkouts per term/per year. At the same time this change has been well received.
3. Unlike the old system where collection transfers were reflected in circulation statistics, these are not presently recorded by the CLSI system.

In the new patron analysis category by circulating department, we are now able to track usages by specific patron classes/constituencies. Unfortunately, we are able to track only circulating materials; those materials used only in the library are not represented in this analysis.

In FY 1983-84, 10% of all library cards issued were to people not affiliated with UNF and for whom we received no staff/operation support in our formula driven budget. This correlates well with the 12.4% circulation checkout workload. It is safe to assume that these special permits drain approximately 10% of the library's ability to serve its own primary clientele. I have made recommendations to the Director of Libraries to establish a means of gaining fiscal and personnel support to compensate for this loss.

Extraordinary events taking place in circulation services this year include a drug related jury trial where circulation staff were required to testify under subpoena that books found in the home of the defendant were UNF library books, and not checked out.

The introduction of the State's new accounting system, SAMAS, provided many changes in fiscal operations and planning. Planning, training and adaptation were all accomplished in this year for real-time use July 1, 1984.

Course Reserves

The reserve collection processing load is up this year. Influences on this phenomenon may include the fact that (1) the UNF Library was contractually supporting the reserve needs of two Florida State University extension programs (masters in library science and masters in criminology) from resources provided primarily through the SUS Extension Library (St. Petersburg), (2) the influx of new adjunct faculty, and (3) the enthusiasm, if not panic, of the established faculty in preparing courses for the new undergraduate division.

The staffing of this operation evolved from Susie Aken to David Andreasen to Mindy McClure to Julia Fagge.

Interlibrary Loans

The Florida Library Information Network (FLIN) administered by the State Library of Florida had a major impact on interlibrary loan operations this year. From this programs, UNF received a new OCLC M-300 workstation dedicated to interlibrary loan functions as well as our annual FLIN support grant. With our new terminal and micro-enhancer software, UNF's ability to quickly respond to interlibrary loan requests was further enhanced by additional functions and capabilities. As implemented through an interlibrary loan workshop hosted by Florida International University, support grants from FLIN permitted the SUS to participate in a reciprocal photocopy exchange program to abolish the cumbersome and redundant billing processes among SUS institutions. Through this impetus and at a workshop hosted and sponsored by UNF, we were able to initiate and support locally our participation in a similar reciprocal agreement through the Council for Interinstitutional Planning involving all of the Jacksonville research library facilities. Interlibrary cooperation thrived at the local, SUS and State levels; UNF is a full participant.

As the statistics indicate both the number of filled requests and the total workload increased during this fiscal year. Again, UNF supplied (68.87%) more requests than it requested (53.89%) through the interlibrary loan network, and of those most of the materials supplied were to in-state requestors.

Library Systems

Concurrently throughout the entire year, the library has been involved in CLSI software upgrades, planning for a state-wide on-line catalog (NOTIS/FOCUS), undergoing a transition to a new automated accounting system (SAMAS), introducing IBM micro-technology into the library and maintaining existing systems.

In January UNF was an alpha test site for CLSI's Release 26.72 of the LIBS100 software. It was our contractual obligation to assist in defining software "bugs" to be corrected or adjusted. This effort was complicated by the lack of sufficient documentation and further complication of a software "glitch" which adversely affected our item database. After considerable

effort and time the problems were resolved; but, the experience left us wiser, if not reluctant.

Around the first of the year the Board of Regents (BOR) began a crash project to establish a program definition to be used as the basis for a legislative funding request. In spite of the lack of information flow, rumors, assumptions, politics and deadlines, the BOR and the library directors were successful in getting the project funded. Implementation proves to be equally as grueling an experience.

The Controller of the State of Florida determined that all state agencies were to report centrally through the SAMAS statewide accounting system. UNF was one of the agencies directed to begin use July 1, 1984. Concurrent with the SAMAS programs and system being written and installed UNF made plans for conversion to the new system. This affected our accounts receivable and accounts payable operations and required modifications to our CLSI tape and patron interfaces. New coding schemes, computer accesses and protocols were imposed on our operations. Although training was sparse and minimal, implementation was successful by the deadline.

With the availability of the M300 terminals, the UNF library began evolving to the IBM micro standard. In addition to OCLC compatibility, the IBM standard will provide easier interfaces to other operations using the IBMs as administrative workstations accessing CLSI, campus systems and utilizing IBM microcomputer software applications. To become immersed in this new technology, I attended training sessions, attended the COMDEX computer shows and generally exploited the various resources available to me. With this microcomputer technology available to us I anticipate the library evolving into word processing, spreadsheet analysis, and inter-system communications.

In July, the CLSI state maintenance contract was renegotiated and provided considerably better pricing to the State. In our continuing contractual negotiations with CLSI, John Hein and I were invited to participate in the functional specification drafting of new and enhanced software to be incorporated in both our contractual and general releases of LIBS100 software. Because of changes in the pricing structures and requirements placed on us as users, UNF decided this year to drop Systems Development Corporation's ORBIT and the National Library of Medicine's MEDLINE services from our computer search service offerings. This will not inhibit our ability to provide quality subject searches since most of the subject offerings are available in the DIALOG system still being offered and still being responsive to user requirements.

Building Operations

The Circulation Department continues to provide most of the building operations support, particularly as they interface to other departments. In the absence of secretarial support in the library office, more and more of these functions appear to become a part of circulation operations.

Robert P. Jones
Circulation/Systems Librarian

**UNIVERSITY OF NORTH FLORIDA LIBRARY
Circulation Department**

SUMMARY STATISTICS, 1983-1984

CIRCULATION SERVICES

Transactions:

	DOC	MRC	PER/REF	RSV	UNF	TOTAL
Regular, automated	310	5,427	0	14,050	69,768	89,555
Regular, Manual	1,079	2,156	0	388	0	3,623
In library use	9,003	3,094	129,231	0	45,868	187,196
TOTAL	10,392	10,677	129,231	14,438	115,636	280,374

130,074

INTERLIBRARY LOANS

Transactions:

	Processed		Filled	
UNF Supplied: Books	2,678		1,968	
UNF Supplied: Photocopies	1,817		1,105	
UNF Supplied: Other services	76		75	
TOTAL, UNF SUPPLIED:	4,571	70.45 %	3,148	75.29 %
UNF Requested: Books	1,055		526	
UNF Requested: Photocopies	862		507	
TOTAL, UNF REQUESTED:	1,917	29.55 %	1,033	24.71 %
TOTAL WORKLOAD:	6,488		4,181	64.44 %

	IN STATE		OUT STATE		CANCELLED
	Filled	Unfilled	Filled	Unfilled	
Books supplied:	1,544	460	424	250	
Photocopies supplied:	898	447	207	265	
Other Services supplied:	75	1	0	0	
TOTAL supplied:	2,517	908	631	515	
	38.79 %	14.00 %	9.73 %	7.94 %	
Books requested:	296	197	230	240	92
Photocopies requested:	406	114	101	124	117
TOTAL requested:	702	311	331	364	209
	10.82 %	4.79 %	5.10 %	5.61 %	3.22 %
TOTALS:	3,219	1,219	962	879	209
	49.61 %	18.79 %	14.83 %	13.55 %	3.22 %

GRANT SUPPORT: Florida Library Information Network \$1,266.00
M300 Terminal \$3,865.00

COURSE RESERVES

Reserve Requests Processed: 1,608

SYSTEMS

Patron Requested Bibliographic Computer Searches 185

LIBRARY OPERATIONS

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

UNIVERSITY OF NORTH FLORIDA LIBRARY
Circulation Department

CIRCULATION ANALYSIS BY LIBRARY OF CONGRESS CLASSIFICATION
1983-1984

CLASSIFICATION		DOC	MRC	RSV	UNF	TOTAL	PERCENTAGE
Undefined	New; not yet assigned	265	2,216	3,689	9,579	15,749	17.5858 %
A-AZ	General Works	0	13	7	70	90	0.1005 %
B-BD,BH,BJ	Philosophy	0	10	0	689	699	0.7805 %
BF	Psychology	1	74	219	3,445	3,739	4.1751 %
BL,BN-BQ	Religion	0	1	0	510	511	0.5706 %
BM	Religion - Judaism	0	1	12	50	63	0.0703 %
BR-BX	Religion - Christianity	0	6	24	537	567	0.6331 %
C-CT,D	History - General	0	153	33	854	1,040	1.1613 %
DA	History - Great Britain	0	0	12	614	626	0.6990 %
DB-DJ,DL,DP,DQ	History - Other West European	0	0	1	427	428	0.4779 %
DK,DR	History - Russia and East European	0	0	4	129	133	0.1485 %
DS	History - Asia	0	1	51	661	713	0.7962 %
DT	History - Africa	0	2	5	159	166	0.1854 %
DU-DZ	History - Australia, Oceania	0	0	0	22	22	0.0246 %
E	History - American; United States	0	3	8	1,545	1,556	1.7375 %
F1-F199	History of the States	0	0	0	94	94	0.1050 %
F1000-F1199	History - Canada	0	0	0	8	8	0.0089 %
F1200-F1399	History - Mexico	0	0	0	101	101	0.1128 %
F1400-F2199	History - Centr/Latin Am; W. Indies	0	0	0	146	146	0.1630 %
F2200-F3799	History - South America	0	0	0	57	57	0.0636 %
G-GC	Geography	0	0	0	197	197	0.2200 %
GF-GT	Anthropology	0	1	49	389	439	0.4902 %
GV	Sports, Recreation	0	2	2	937	941	1.0508 %
H	Social Sciences - General	0	0	52	176	228	0.2546 %
HA	Statistics	0	0	0	198	198	0.2211 %
HB-HD,HF-HJ	Economics	0	77	1,793	7,787	9,657	10.7833 %
HE	Transportation and Communication	0	1	2	168	171	0.1909 %
HM-HT,HX	Sociology	0	14	177	3,205	3,396	3.7921 %
HV1-HV5999	Social pathology and welfare	0	10	21	1,357	1,388	1.5499 %
HV6000-HV9999	Criminology	0	2	15	981	998	1.1144 %
J	Political Science	0	0	25	697	722	0.8062 %
K	Law - General	0	0	7	41	48	0.0536 %
KD, KDC-KDK	Law - Foreign	0	46	27	173	246	0.2747 %
KF	Law - United States	0	1	38	785	824	0.9201 %
KFA-KFZ	Law - U.S. - State and Local	0	0	0	3	3	0.0033 %
L-LB1139	Education - Genl. theory & practice	1	11	251	2,084	2,347	2.6207 %
LB1140-LB1602	Education - Preschool/primary/elem.	0	8	96	904	1,008	1.1256 %
LB1603-LB1699	Education - Secondary	0	0	34	105	139	0.1552 %
LB1700-LB2299	Education - Teacher Education	0	0	4	76	80	0.0893 %
LB2300-LB2799	Education - Higher Education	0	2	114	173	289	0.3227 %
LB2800-LB9999	Education - Admin and Supervision	0	4	24	620	648	0.7236 %
LC	Education - Special Education	0	3	31	1,316	1,350	1.5075 %
LD-LZ	Education - Other genl. aspects	0	1	207	27	235	0.2624 %
M	Music	0	446	0	3	449	0.5014 %

CLASSIFICATION		DOC	MRC	RSV	UNF	TOTAL	PERCENTAGE
ML	Music - Literature & Composition	0	4	31	580	615	0.6867 %
MT	Music - Instruction and Study	0	7	20	169	196	0.2189 %
N,NX	Visual arts; general art	0	1	13	651	665	0.7426 %
NA	Architecture	0	1	2	233	236	0.2635 %
NB-NE	Art Media	0	15	14	1,563	1,592	1.7777 %
NK	Art - Decorative and Applied	0	0	5	241	246	0.2747 %
P	Philology and Linguistics	0	1	16	282	299	0.3339 %
PA	Classical languages & literature	0	0	0	155	155	0.1731 %
PB-PD,PF	Modern European Languages	0	0	0	65	65	0.0726 %
PE	English Language	0	0	30	268	298	0.3328 %
PG-PM	African/Oriental/Slavic Lang. & Lit.	0	0	5	326	331	0.3696 %
PN,PZ	Literature - General	0	9	38	1,253	1,300	1.4516 %
PQ	Literature - Romance	0	0	1	329	330	0.3685 %
PR	Literature - English	0	0	34	2,336	2,370	2.6464 %
PS	Literature - American	0	2	0	2,643	2,645	2.9535 %
PT	Literature - Germanic	0	0	0	129	129	0.1440 %
Q	Science - General	0	0	100	266	366	0.4087 %
QA	Mathematics	0	0	42	2,136	2,178	2.4320 %
QB	Astronomy	0	1	0	80	81	0.0904 %
QC	Physics	0	2	1	340	343	0.3830 %
QD	Chemistry	0	0	0	380	380	0.4243 %
QE	Geology	0	0	0	84	84	0.0938 %
QH	Natural Hist; Genl geology/ecology	0	3	3	667	673	0.7515 %
QK	Botany	0	2	2	194	198	0.2211 %
QL	Zoology	0	2	2	616	620	0.6923 %
QM-QP	Physiology and Human Anatomy	0	7	11	775	793	0.8855 %
QR	Microbiology	0	0	0	127	127	0.1418 %
R	Medicine - General	0	0	6	190	196	0.2189 %
RA	Public Health	0	4	84	977	1,065	1.1892 %
RB	Pathology	0	0	0	102	102	0.1139 %
RC1-320;RC577-1199	Internal Medicine	0	14	6	623	643	0.7180 %
RC321-576	Psychiatry and Neurology	0	19	36	1,596	1,651	1.8436 %
RC1200-RC1245	Sports Medicine	0	0	0	37	37	0.0413 %
RD-RS;RV-RZ	Medical Systems	0	3	31	1,142	1,176	1.3132 %
RT	Nursing	0	0	152	1,124	1,276	1.4248 %
S	Agriculture	0	82	7	256	345	0.3852 %
T,TC,TN	Technology and Engineering	0	0	28	292	320	0.3573 %
TA	Civil Engineering	0	1	0	149	150	0.1675 %
TD	Environmental Technology	0	0	0	205	205	0.2289 %
TE-TG,TL	Transportation Engineering	0	1	0	126	127	0.1418 %
TH	Building Construction	0	3	1	250	254	0.2836 %
TJ	Mechanical Engineering	0	0	0	85	85	0.0949 %
TK	Electrical Engineering	0	0	0	344	344	0.3841 %
TP	Chemical Technology	0	1	54	207	262	0.2926 %
TR	Photography	0	3	74	544	621	0.6934 %
TS	Manufacturing & Production Mgmt.	0	0	0	122	122	0.1362 %
TT	Handicrafts	0	0	18	255	273	0.3048 %
TX	Home Economics	0	0	0	194	194	0.2166 %
U-V	Military & Naval Science	0	57	0	274	331	0.3696 %
Y	Curriculum: (Unclassified)	0	2	0	0	2	0.0021 %
YA-YC	-Social Studies, Political Science	0	161	0	0	161	0.1798 %
YD,YDA-YDR	-History (Except U.S.)	0	5	0	0	5	0.0056 %

CLASSIFICATION	DOC	MRC	RSV	UNF	TOTAL	PERCENTAGE	
YE	-History - United States	0	23	0	0	23	0.0257 %
YFA-YFE	-Anthro./Rel./Folklore/Ethnic stud.	0	7	0	0	7	0.0078 %
YFP	-Psychology	0	32	0	0	32	0.0356 %
YFS	-Sociology	0	3	0	0	3	0.0033 %
YFT	-Career Development	0	2	0	0	2	0.0021 %
YG	-Geography	0	2	0	1	3	0.0033 %
YGV	-Physical Education	0	21	0	1	22	0.0246 %
YHB-YHF	-Economics & Business Education	0	19	0	4	23	0.0257 %
YM-YMV	-Music	0	96	0	0	96	0.1072 %
YNA-YNK	-Art	0	85	0	0	85	0.0949 %
YPE	-Language Arts - English	0	266	1	21	288	0.3216 %
YPF-YPL	-Language Arts - Foreign	0	4	0	1	5	0.0056 %
YPN-YPS	-English Literature	0	11	0	0	11	0.0123 %
YPT	-Foreign Literature	0	0	0	0	0	0.0000 %
YPZ	-Children's Literature	0	547	0	8	555	0.6197 %
YQA	-Mathematics	0	64	0	5	69	0.0770 %
YQB	-General Science	0	208	0	0	208	0.2323 %
YQC	-Physics and Physical Sciences	0	24	0	2	26	0.0290 %
YQD	-Chemistry	0	1	0	0	1	0.0011 %
YQE	-Earth Sciences	0	31	0	0	31	0.0346 %
YQH	-Biology	0	41	0	0	41	0.0458 %
YR-YRP	-Health Sciences	1	21	0	1	23	0.0257 %
YS	-Agriculture	0	0	0	0	0	0.0000 %
YT-YTT	-Voc & Tech Educ;Engineering	0	11	0	0	11	0.0123 %
YTX	-Home Economics	0	38	0	0	38	0.0424 %
YZ	-Bibliography	0	3	0	0	3	0.0033 %
Z	Bibliography and Library Science	0	1	36	418	455	0.5081 %
*(numeric)	Non-LC Course Reserves	0	0	6,058	0	6,058	6.7646 %
(DOC)	Government Documents	2	0	16	2	60	0.0670 %
Prefix +		42	0	0	0	0	0.0000 %
Prefix /		0	0	0	12	12	0.0134 %
Prefix W		0	0	0	0	0	0.0000 %
Prefix X		0	0	0	1,208	1,208	1.3489 %
Numeric call number		0	338	36	0	374	0.4176 %
Unclassified/undefined		0	6	2	3	11	0.0123 %
TOTALS:		310	5,427	14,050	69,768	89,555	100.0000 %

UNIVERSITY OF NORTH FLORIDA LIBRARY
Circulation Department

CIRCULATION ANALYSIS BY PATRON TYPE
1983-1984

CODE	CATEGORY	DOC	MRC	ESV	UNP	TOTAL	PERCENTAGE
0	Undefined	0	59	47	331	437	0.4880 %
1	U N F S P O N S O R E D	0	7	0	32	39	0.0436 %
2	Graduate (alumni)	5	99	178	3,890	4,172	4.6588 %
3	Governance	0	1	0	137	138	0.1541 %
4	Public Relations	0	0	0	0	0	0.0000 %
5	Employee spouse	0	0	0	44	44	0.0491 %
10	S U S S T U D E N T	0	0	3	82	85	0.0949 %
11	Florida A & M University	0	0	0	19	19	0.0212 %
12	Florida Atlantic University	0	0	0	2	2	0.0022 %
13	Florida International University	0	0	0	0	0	0.0000 %
14	Florida State University	0	4	663	493	1,160	1.2954 %
15	University of Central Florida	0	0	0	0	0	0.0000 %
16	University of Florida	0	0	12	834	846	0.9447 %
17	University of South Florida	0	0	0	13	13	0.0145 %
18	University of West Florida	0	0	0	0	0	0.0000 %
20	S U S F A C U L T Y	0	0	0	1	1	0.0011 %
21	Florida A & M University	0	0	0	0	0	0.0000 %
22	Florida Atlantic University	0	0	0	1	1	0.0011 %
23	Florida International University	0	0	0	0	0	0.0000 %
24	Florida State University	0	1	0	0	1	0.0011 %
25	University of Central Florida	0	0	0	0	0	0.0000 %
26	University of Florida	0	2	2	658	662	0.7393 %
27	University of South Florida	0	0	0	0	0	0.0000 %
28	University of West Florida	0	0	0	0	0	0.0000 %
30	S U S S T A F F	0	0	0	0	0	0.0000 %
31	Florida A & M University	0	0	0	0	0	0.0000 %
32	Florida Atlantic University	0	0	0	0	0	0.0000 %
33	Florida International University	0	0	0	0	0	0.0000 %
34	Florida State University	0	0	0	0	0	0.0000 %
35	University of Central Florida	0	0	0	0	0	0.0000 %
36	University of Florida	0	0	0	0	0	0.0000 %
37	University of South Florida	0	0	0	0	0	0.0000 %
38	University of West Florida	0	0	0	0	0	0.0000 %
39	Florida Department of Education	0	0	0	0	0	0.0000 %
40	S U S I N T E R L I B R A R Y L O A N S	0	0	0	0	0	0.0000 %
41	Florida A & M University	0	0	0	3	3	0.0034 %
42	Florida Atlantic University	0	0	0	35	35	0.0391 %
43	Florida International University	0	0	0	62	62	0.0692 %
44	Florida State University	0	1	0	242	243	0.2714 %
45	University of Central Florida	0	0	0	31	31	0.0346 %
46	University of Florida	0	0	0	88	88	0.0983 %
47	University of South Florida	0	1	0	56	57	0.0637 %
48	University of West Florida	0	0	0	70	70	0.0782 %
49	SUS Extension Library	0	0	0	0	0	0.0000 %

CODE	CATEGORY	DOC	MRC	BSV	UNF	TOTAL PERCENTAGE	
50	A R E A P R O F E S S I O N A L S	0	0	0	54	54	0.0603 %
51	Educational Community/faculty	39	31	6	1,418	1,494	1.6683 %
52	Business Community	3	1	2	576	582	0.6499 %
53	Medical/Allied Health Community	0	0	16	466	482	0.5382 %
54	Government - City	0	0	0	25	25	0.0279 %
55	Government - State: Florida	0	0	0	90	90	0.1005 %
56	Government - Federal	0	1	1	85	87	0.0972 %
57	Social Services/Charities	0	5	0	53	58	0.0648 %
60	O T H E R R E S E A R C H E R S	0	0	0	0	0	0.0000 %
61	Specialized/Topical	0	0	0	21	21	0.0235 %
62	Casual	0	0	13	219	232	0.2591 %
63	Interlibrary referral/courtesy	0	0	0	3	3	0.0034 %
70		0	0	0	0	0	0.0000 %
71		0	0	0	0	0	0.0000 %
72		0	0	0	0	0	0.0000 %
73		0	0	0	0	0	0.0000 %
74		0	0	0	0	0	0.0000 %
75		0	0	0	0	0	0.0000 %
76		0	0	0	0	0	0.0000 %
77		0	0	0	0	0	0.0000 %
78		0	0	0	0	0	0.0000 %
79		0	0	0	0	0	0.0000 %
80	F L I N R E S O U R C E S	0	0	0	0	0	0.0000 %
81	State Library of Florida	0	3	0	10	13	0.0145 %
82	Jacksonville Public Library	0	0	0	8	8	0.0089 %
83	Orlando Public Library	0	1	0	45	46	0.0514 %
84	Tampa Hillsborough Library System	0	0	0	3	3	0.0034 %
85	Broward County Library System	0	0	0	4	4	0.0045 %
86		0	0	0	0	0	0.0000 %
87		0	0	0	9	9	0.0100 %
88		0	0	0	24	24	0.0268 %
89		0	0	0	0	0	0.0000 %
90	I N T E R L I B R A R Y L E N D I N G	0	0	0	0	0	0.0000 %
91		0	0	0	0	0	0.0000 %
92	Florida through FLIN	1	8	0	340	349	0.3897 %
93	Other Florida - Direct	12	3	1	505	521	0.5818 %
94	Southeast, SOLINET, except Florida	0	15	0	203	218	0.2434 %
95	Other	0	18	0	217	235	0.2624 %
96	FLIN Resource Libraries	0	0	0	0	0	0.0000 %
97		0	0	0	0	0	0.0000 %
98		0	0	0	0	0	0.0000 %
99		0	0	0	0	0	0.0000 %
100	U N F S T U D E N T S	0	2	74	478	554	0.6186 %
101	Freshman	0	0	0	0	0	0.0000 %
102	Sophomore	0	0	0	4	4	0.0045 %
103	Junior	49	541	2,990	10,590	14,170	15.8236 %
104	Senior	40	538	5,558	15,264	21,400	23.8973 %
105	Post Baccalaureate	20	260	959	6,195	7,434	8.3015 %
106	Masters	62	170	1,874	9,678	11,784	13.1591 %
107		0	0	0	0	0	0.0000 %
108		0	0	0	0	0	0.0000 %
109	Special	12	421	414	2,901	3,748	4.1854 %

CODE	CATEGORY	DOC	MBC	ESV	UNF	TOTAL	PERCENTAGE
151	Joint UNF Programs	0	0	0	51	51	0.0570 %
152	Continuing Education/non-degree	1	250	896	5,225	6,372	7.1156 %
153	Sponsored student/grants	0	0	0	6	6	0.0067 %
154	Makeup/not currently enrolled	0	7	10	325	342	0.3819 %
199	U N F E M P L O Y E E S	0	0	0	0	0	0.0000 %
200	A & P	7	102	22	672	803	0.8967 %
201	Career Service	11	135	176	1,626	1,948	2.1753 %
202	Regular Faculty	38	2,604	121	4,673	7,436	8.3037 %
203	Graduate Assistant/teaching	10	3	3	83	99	0.1106 %
204	Faculty Adjunct	0	119	5	346	470	0.5248 %
205	O P S	0	13	2	90	105	0.1173 %
208	CWSP Graduate Assistant/teaching	0	0	0	2	2	0.0022 %
250	Interim/Visiting	0	0	0	2	2	0.0022 %
251	Faculty paid from non-UNF sources	0	0	0	7	7	0.0078 %
252	Retired/Emeritus (courtesy)	0	0	0	1	1	0.0011 %
253	Subcontractor employee	0	0	0	47	47	0.0525 %
254	SUS extension faculty, assigned JAX	0	0	0	0	0	0.0000 %
276	Terminated employee	0	1	2	0	3	0.0034 %
290	Courtesy: faculty privilege	0	0	0	0	0	0.0000 %
TOTALS:		310	5,427	14,050	69,768	89,555	100.0000 %

UNF STUDENTS:	59,145	66.0432 %
UNF EMPLOYEES:	10,872	12.1400 %
NON-UNF BORROWERS:	17,519	19.5623 %
INTERLIBRARY LOANS:	2,019	2.2545 %

REFERENCE DEPARTMENT

Before beginning to write this year's annual report, I reread many of the previous years' reports, and a common element in all of them is staff change, and this past year was no exception. Jan Swart, whom we had hired as an LTA II in Reference in Spring, 1983, went on maternity leave in January of 1984, and resigned in April. Glenda Morris, an LTA II in the Serials Department, filled Jan's position until we were able to fill that position in August. Both the Reference Department and the Government Documents Department shared a new line position for an LTA II, which Reference used to hire Mindy McClure, formerly of the Reserve Section of the Circulation Department. Mindy works 20 hours a week, providing Reference service on Saturday and Sunday and one evening a week. This additional permanent part-time position gave stability to what had been formerly an OPS job, which had been subject to budget cuts and frequent turnover.

Over the Christmas break of 1983, the Public Services staff effected a massive shift in some departments. The Government Documents Department, which had been located on the first floor, moved to where the Media Resources Center was on the third floor, and the Media Resources Center moved to the Documents area on the first floor. Concurrently, the Periodicals Collection, which had been split into two rooms on the third floor, was combined into one room on the third floor, thus providing easier access for our patrons. The Periodicals shift was supervised by Eileen Brady, Associate University Librarian, and much of the actual moving was done by Jim Alderman, LTA II. In addition, we moved the annual reports microfiche collection from the third floor microformat area to the Reference Collection on the second floor, adjacent to the hard copy (paper) annual reports.

While we were doing all this shifting of Collections, we also were involved in instructing our patrons in the use of the online catalog. Two public terminals are in front of the Reference desk on the second floor, and an additional public terminal is located on the fourth floor, in the General Collection. The Reference staff composed and designed the instructions which are next to the terminals. For several months after the installation of the public terminals we kept a reaction sheet, which solicited comments from the users of the system, and the comments were almost all positive. It is gratifying to see that so many of our patrons appreciate the time and mammoth effort which went into the final product of the automated catalog; I think I can say with no exaggeration that the Reference staff considers it indispensable.

Kathleen F. Cohen
Head, Reference Department

**UNIVERSITY OF NORTH FLORIDA LIBRARY
REFERENCE DEPARTMENT
WORKLOAD STATISTICS 1976-84**

	INFORMATION	INSTRUCTIONAL	DIRECTIONAL
1976-77	7,791	2,263	2,685
1977-78	8,241	2,468	2,709
1978-79	10,420	3,279	4,231
1979-80	13,277	3,223	4,767
1980-81	14,770	3,592	6,326
1981-82	17,565	4,569	5,385
1982-83	17,916	4,203	5,787
1983-84	19,404	7,925	3,552

	REFERENCE	MICROFORM	TOURS	COMPUTER SEARCHES
1976-77	1,800	2,376	40	-
1977-78	2,306	2,823	40	185
1978-79	3,266	3,179	42	250
1979-80	2,853	3,212	54	232
1980-81	2,265	3,743	65	256
1981-82	3,299	4,636	63	201
1982-83	3,010	4,813	48	144
1983-84	3,461	4,655	28	185

MEDIA RESOURCES CENTER

The stagnation caused by a wait-and-see attitude that has prevailed in the Media Resource Center (MERC) for the past two or more years was replaced in FY83/84 with major changes, growth and progress. Two catalysts were responsible for this: relocation and money. Increased funding for audiovisual and curriculum acquisitions and funding of other university programs benefitted MERC.

One such program was the Florida Engineering Education Delivery System (FEEDS), started in September, 1983. In this program, engineering lectures from SUS schools are videotaped and circulated through the system. Part of a student's credit is earned from viewing these tapes, presently housed in MERC. To accommodate these students, Continuing Education, which administers the FEEDS program, helped MERC obtain several additional videocassette players, and funded an OPS position to staff MERC on Saturdays. Dennis Gill filled this position until his resignation in mid-May. Joseph Pickett has held the post since May 19.

A second university program that has had an impact on MERC is the Program/Center for Excellence in Science, Mathematics, Computers, and Technology. Funded through a variety of federal and state grants, this program has several components, one of which is a Microcomputer and Videotape Library, which is intended to become a part of MERC. At the end of the fiscal year, MERC had one Radio Shack TRS 80 microcomputer and a printer. Three other microcomputers, shelving, furniture, software and critiques are on order, and plans are in progress for adding personnel.

In the area of acquisitions, MERC had its best year since fiscal year 1980-81, spending a total of \$22,379.00 on audiovisual and curriculum materials. Accompanying charts show distribution and type of media. Not shown on the budget charts is the purchase of 437 record albums made available at greatly reduced cost when Corsat Records of Jacksonville went out of business. Total acquisitions for FY83/84 were 605 titles and 912 volumes.

The other major factor influencing MERC during the fiscal year was the relocation of the department from the third floor of the building to the first, changing places with the Documents Department. This move, which provided much needed additional space, was carefully planned by the staff members of the two departments involved in the move, and accomplished by the library staff and with a crew from the Department of Corrections.

Processing is another area in which progress was made. The cataloging of all music scores and all motion pictures was completed during the fiscal year. All new material, including over five hundred sound recordings, was cataloged according to Library of Congress (LC) specifications, and LC cataloging was begun on the videocassettes and slide sound sets. Also, the MERC staff, freshly trained in the use of the CLSI system and equipment, attached barcodes to CLSI records for all of the Curriculum Collection and all of the music scores.

Efforts to obtain a Career Work Study Program (CWSP) student were unsuccessful again this year. The MERC staff remained unchanged, except for the addition of the FEEDS sponsored position. According to the service statistics the staff answered 3,804 informational questions, gave instruction in the use of audiovisual equipment 1,840 times, and shelved 10,677 items.

Finally, MERC was moved on the organizational chart from the jurisdiction of the Reference Department to a nebulous position at section level reporting to the Interim Assistant Director of Libraries. One major goal for the coming year will be the achievement of departmental status for the Media Resources Center. The other major goal for FY84/85 will be increased security for MERC, which has become more vulnerable because of its new location and the addition of the microcomputers.

Fiscal year 1983-84 proved to be a very challenging year for the Media Resources Center. In spite of initial doubts, the staff met the challenges, especially that of moving, with high energy, and is now better prepared for future challenges, including those of new technology and further growth.

Diane W. Kazlauskas
Supervisor, Media Resources Center

UNIVERSITY OF NORTH FLORIDA LIBRARY
Collection Inventory 1983-1984
Media Resources Center

	<u>Titles</u>			<u>Statistical Units</u>		
	7/1/83	+	6/30/84	7/1/83	+	6/30/84
Audio Reels	1	0	1	12	0	12
Audio Cassettes	369	20	389	534	40	574
Charts	1	0	1	1	0	1
Film Loops	31	0	31	363	0	363
Film Reels	436	(9)	427	546	(7)	539
Filmstrips	168	0	168	297	0	297
Filmstrips/Sound	397	19	416	845	25	870
Instructional Cassettes	378	0	378	526	0	526
Overhead Transparencies	64	(3)	61	152	(3)	149
Records-Musical	5,135	466	5,601	5,090	628	5,718
Records-Dramatic	221	0	221	221	0	221
Records-Other	258	0	258	271	0	271
Slides	19,278	8	19,286	19,278	120	19,398
Slide Sets	79	1	80	97	1	98
Slide Sets/Sound	280	8	288	508	9	517
Videocassettes	454	35	489	512	38	550
Videoreels	7	0	7	7	0	7
TOTAL	27,557	545	28,102	29,260	851	30,111

**UNIVERSITY OF NORTH FLORIDA LIBRARY
MEDIA RESOURCES CENTER**

**BUDGET DISTRIBUTION
FISCAL YEAR 1983-1984**

COLLEGE OF BUSINESS ADMINISTRATION		
Business Administration		\$ 3,220.00
COLLEGE OF EDUCATION \$3778.75		
Counsellor Education		507.00
Curriculum & Instruction		1,271.75
Human Services		2,000.00
	Sub-Total	<u>3,778.75</u>
COLLEGE OF ARTS & SCIENCES		
Fine Arts		1,656.50
History		996.00
Language & Literature		2,769.00
Natural Sciences		1,887.00
Political Science & Sociology		1,327.00
Psychology		4,448.75
	Sub-Total	<u>13,084.25</u>
NURSING		509.50
TECHNOLOGIES		700.00
Misc.		1,059.50
	TOTAL	<u>\$22,352.00</u>

High	\$4448.75
Low	507.00
Average	1776.62

WORKLOAD STATISTICS

	Information	Equipment	Instruction	Shelving	Slides Out
JULY	414	138	123	1083	143
AUG	190	87	70	1094	144
SEPT	340	285	215	733	323
OCT	476	394	208	865	174
NOV	462	376	294	872	261
DEC	105	115	75	559	30
JAN	394	221	156	212	212
FEB	422	317	167	1145	326
MAR	406	375	169	1425	284
APR	213	245	114	844	176
MAY	168	221	103	597	55
JUNE	214	203	146	617	28
TOTAL	<u>3804</u>	<u>2977</u>	<u>1840</u>	<u>10677</u>	<u>2156</u>
Monthly Average	317	248	153	890	180

UNIVERSITY OF NORTH FLORIDA LIBRARY
Collection Inventory 1983-1984
Curriculum Collection

	Titles			Statistical Units		
	7/1/83	+	6/30/84	7/1/83	+	6/30/84
Cards	11	0	11	11	0	11
Cassettes	33	0	33	45	0	45
Charts	3	0	3	12	0	12
Filmstrips	125	0	125	146	0	146
Games	8	0	8	9	0	9
Hard Copy Texts	2,870	226	3,096	5,907	264	6,171
Kits	134	1	135	542	2	544
Microfiche Equivalent (Curriculum Guides)	2	0	2	419	0	419*
Posters	11	0	11	42	0	42
Records	92	0	92	119	0	119
Slides	2	0	2	4	0	4
Tests	61	0	61	136	0	136
Total	3,352	227	3,579	7,392	266	7,658

*3,353 pieces ÷ 8

GOVERNMENT DOCUMENTS DEPARTMENT

This was a year of challenge and change. Discussion began in the Spring of 1983 concerning the best use of library space for our expanding collections. The unique security problems of the Media Resources Center and the perceived under-utilization of the Government Documents Department resulted in the decision to move both Departments. I took charge of coordinating these moves and with the cooperation of all personnel involved the moves were completed before Christmas, in half the fifteen working days allotted for the task. We were greatly helped by a team of ten inmates from the Jacksonville Community Correctional Institution, and without their strength and willingness to work, we would have been moving right through year's end. Our sincere thanks goes to them. The Documents Department now occupies twenty-five percent of the third floor and is fully accessible for self-service and browsing whenever the library is open. Assisted reference service is available seventy-one hours per week.

I was sorry to lose Helen McGee who resigned in September 1983 as Library Technical Assistant I. She had been a library employee since 1975 and in the Documents Department since 1977. Her skill and willingness to accept new work resulted in the former position of Clerk Typist III being upgraded to Library Technical Assistant I. She performed well and I thank her for her loyal service. Her replacement, Mrs. Joan Pickett began work in this position in October 1983. She brought much-needed cataloging skill learned at Russell Sage College in New York. Due to several changes in the duties of the position, it was upgraded to an LTA II at the end of the fiscal year. It reflects the skill levels required of the incumbent.

The LTA II position "borrowed" from the library in 1978 was restored this fiscal year, and for best utilization it was split between the Documents and Reference Departments. Mr. David Jones was hired as the weekend and evening reference person. He has learned quickly and is now in charge of processing all Federal document shipments as well as providing reference service during his shift. Miss Pamela Young, a junior in the College of Business Administration is the department's student assistant. A quick learner who is self-motivated, Pam completes the Documents team.

The most significant change this year took place on November 14th. On this date, we closed the Documents card catalog and went over to exclusive use of LIBS100 for bibliographic storage, retrieval and circulation. Card production was no longer feasible and we did not wish to generate cards sets through OCLC as they were deemed too expensive in light of the fact that the library was and is approaching rapidly the time when all the catalogs will be closed. Therefore, we became the first department in the library to close its catalog. We have not regretted the decision.

Our growth as a service unit continued. Reference statistics increased by twenty percent and all other categories were steady except directional questions, a decline attributable to the move. Our in-house use statistics were

significantly higher this year with Florida publications showing an increased use of thirty percent. Although we are now using the LIBS 100 system for circulation transactions, the Department lent over one thousands items using manual transaction forms.

The future is bright. The cataloging contract (RETROCON) with SOLINET to catalog our older holdings will assure the success of our goal of fully integrating the Documents catalog into the library's main bibliographic utility. The new material arriving from the Depository Library Program is readily available in OCLC; a cooperative project for Florida Documents is being explored. Documents are being requested via interlibrary loan and our service to our local business community shows a continuous increase. We are a full-fledged department in every sense of the term and we will continue to provide extensive service to our patrons at UNF and throughout the community.

Bruce T. Latimer
Head, Documents Department

**UNIVERSITY OF NORTH FLORIDA LIBRARY
GOVERNMENT DOCUMENTS DEPARTMENT
WORKLOAD STATISTICS 1975-84**

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

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

(1) most manual circulation transactions were discontinued in January 1984

**LIBRARY STAFF
as of June 30, 1984**

ADMINISTRATIVE & PROFESSIONAL PERSONNEL

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

CAREER SERVICE PERSONNEL

Employee	Date of Hire	Position
James E. Alderman	11/01/74	Library Technical Assistant II
David T. Andreasen	6/04/82	Library Technical Assistant I
Doris Barie	8/31/79	Library Technical Assistant I
Rosalynde Cowdrey	1/7/80	Library Technical Assistant II
Grace Ekins	1/19/79	Library Technical Assistant II
Julia M. Fagge	5/11/84	Library Technical Assistant I
David Green	11/01/74	Library Technical Assistant II
David M. Jones	1/16/84	Library Technical Asst. II (.5)
Laura A. Karabinis	8/23/77	Library Technical Assistant II
Barbara Laws	10/31/78	Library Technical Assistant I
Melinda S. McClure	11/28/83	Library Technical Asst. II (.5)
Carolyn Mobley	6/22/81	Library Technical Assistant I
Glenda Morris	8/23/74	Library Technical Assistant II
Joan A. Pickett	10/24/83	Library Technical Assistant I
Patty A. Preston	7/07/78	Library Technical Asst. II (.5)
Peggy B. Pruett	1/10/74	Library Technical Assistant II
Margaret A. Robinson	3/23/81	Library Technical Assistant II
Gwendolyn T. Rogers	3/16/84	Secretary IV
Vanessa R. Royster	2/24/84	Clerk Typist III
Doris M. Shriver	7/07/76	Library Technical Assistant II
Martha A. Solomon	9/13/71	Library Technical Assistant I
Frances L. Taylor	10/08/79	Library Technical Assistant II
Cynthia L. Valentine	2/13/77	Library Technical Assistant I

NEW EMPLOYEES - WELCOME ABOARD

During the past fiscal year the following new employees joined the staff: Patricia R. Adams, Secretary IV, Directors Office; Martha J. Moon, Clerk Typist III, Acquisitions; Gwendolyn T. Rogers, Secretary IV, Directors Office; Vanessa R. Royster, Clerk Typist III, Acquisitions; Bonnie Tolbert, Library Technical Assistant II, Reference; Joan A. Pickett, Library Technical Assistant I, Documents.

JOB RECLASSIFICATION & PROMOTION

Our two Clerk Typists, Barbara Laws and Carolyn Mobley, had their positions reclassified from Clerk Typist III to Library Technical Assistant I; Gwendolyn T. Rogers, Secretary IV to Executive Secretary I; Joan A. Pickett, Peggy Pruet, and David W. Green also had their positions reclassified from Library Technical Assistant I to Library Technical Assistant II. David T. Andreasen, Clerk III, received a promotion to Library Technical Assistant I.

Congratulations to all our employees on their upgrades and promotions, we wish them well in their new positions!

TERMINATIONS - CAREER SERVICE

Employee	Position	Effective Date
Patricia R. Adams	Sec IV/Admin.	2/3/84
Emily D. Cook	LTA II/Tech. (.5)	1/21/84
Helen McGee	LTA I/Doc.	9/22/83
Carolyn S. Miller	Sec IV/Admin.	10/19/83
Martha J. Moon	Clk Typ III/Acq.	1/6/84
Janice E. Swart	LTA II/Ref	4/27/84
Bonnie Tolbert	LTA II/Ref	1/29/84
Maria Washburn	Clk Typ III/Acq.	9/16/83

D I S P L A Y S - 1983-84

<u>DATE</u>	<u>TOPIC</u>	<u>LOCATION</u>
July, 1983	July 4th Observance - Colonial quill pen and ink holder with parchment copy of Declaration of Independence.	Reference
	▪ Butterflies and related materials.	MERC
August	Olympic try-outs.	Reference
	▪ Shell Show, Jacksonville Beach.	Reference
	▪ Memorabilia of UNF President McCray's trip to Korea.	Atrium
	▪ JAXPEX stamp show.	Reference
September	UNF's Coach Leo Vorwerk and tennis teams.	Atrium
	▪ Memorabilia of Laura and Paul Karabinis' trip to Greece.	MERC
	▪ Constitution Day observance.	Reference
October	Space launch; model and memorabilia. Courtesy of Mike Reynolds.	Atrium
	▪ Handicapped Week; Kurzweil Reading Machine information.	Reference
	▪ UNF Day Observance.	Reference
	▪ Basketry art from "The Red Wheelbarrow," Jacksonville Beach.	Atrium and MERC
November	Letter-Writing Week; poster of Postmaster General W. F. Bolger.	Reference
	▪ Phi Theta Kappa award-winning scrapbook (Sherry Wild).	Reference
	▪ 20th anniversary of assassination of President John F. Kennedy.	Reference
December	Nativity dolls courtesy of Thelma Jennings, Starke, Florida.	Atrium

<u>DATE</u>	<u>TOPIC</u>	<u>LOCATION</u>
December	Christmas Tree	Lobby
▪	NBC's White Paper "Journey to Heart of China," (December 7th).	Reference
▪	Flight of the Kitty Hawk, December 17th.	Reference
January	"Casey" William Jones & Kurzweil Reading Machine featured in newspaper article.	Reference
▪	Welcome - Board of Regents.	Atrium
February	Black History Month.	Atrium
▪	Black History Month - Mary McLeod Bethune.	Reference
March	80th Birthday Salute to Dr. Seuss, (Theodor Geisel).	Reference
▪	UNF play "As you like It."	Reference
▪	St. Patrick's Day.	Reference
▪	"Care About Your Eye Care" Week: Glasses. Courtesy of Jacksonville Beaches Optical Co.	Reference
April	National Library Week, April 8-14th.	Reference
"	Photographer Ansel Adams dies at 82.	Reference
May	President Harry Truman's 100th birthday observance.	Reference
▪	Solar eclipse, May 30th.	Reference
June	UNF Distinguished Professor Award to Dr. Leonard Lipkin.	Atrium
▪	Birthday remembrance: Helen Keller, June 27, 1880.	Reference

All displays were scheduled, organized and arranged by Mrs. Doris Shriver. She deserves special thanks for the excellence of the displays.

1984-85

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

For the first time in many years, the present report records mostly positive events for fiscal year 1984-85. Several problems have been resolved or neutralized in the course of the year, other actions are expected to produce similar satisfactory solutions.

Heading the list of major changes is the improved fiscal health of the library. The resources budget for FY 1984-85 was \$603,546, which is a 42% increase over the \$424,607 of the previous year. It is expected that funding for the State University System (SUS) libraries will not be permitted to fall below the current level in the future. If this amount should remain the guaranteed minimum in the years ahead, the library would finally be able to implement some modest long range collection development plans, a long standing administrative ambition that could not be realized for over a decade. It is hoped that the upward trend in state revenues will allow a steady increase in educational and library budgets. The restoration of library funding to a level of mere adequacy only permits the library to implement its collection development programs at a maintenance level, i.e., the sustained rate of acquisition of new publications merely prevents obsolescence and allows only limited growth.

Although the budget has increased, the amount allocated in FY 84-85 did not permit the reinstatement of periodical subscriptions that were dropped due to insufficient funds. The burden of large on-going obligations such as an expanded subscription list could place the library in a precarious situation. Consequently, requests for new subscription were carefully reviewed and judiciously placed, as much for maintaining the integrity of the budget as for the protection of the classroom instructor whose dependency on a given title demands assurance that the subscription will remain in effect indefinitely, regardless of budget fluctuations. The quantity of requests received by the Serials Department over the years confirms the opinion held by the professional staff that the subscription list of this Library, now numbering about 2,000 titles, should be expanded by 25-40%. Such an increase, highly desirable as it may be, will remain unattainable at the present funding level.

Staff turnover has been minimal in recent years. The last professional resignation occurred on December 31, 1983 and the position of the departing Assistant Director for Public Services was frozen for the remainder of the fiscal year. Upon its release the position was renamed Assistant Director & Head, Public Services to reflect the job contents with greater precision. Following a nation-wide search and the deliberations of two subsequent search committees the successful candidate, Dr. Ruth M. Jackson, joined the library staff on October 26, 1984. The library staff welcomes her to its ranks and wishes her well in this important position.

A major step in the direction of automating library functions has been taken by the Florida Center for Library Automation (FCLA) based in Gainesville and operating through the computer facilities of the Northeastern Regional Data Center (NERDC). The highlights of the Center's activities in its first full

year of operation include the hiring of a competent staff, and the selection, bidding, and purchase of a full complement of automation hardware along with the associated furniture for each SUS library. The FCLA Board, presently consisting of FCLA Director Jim Corey, the State Librarian, and the nine SUS library Directors, held monthly meetings throughout the year and laid the operational groundwork. A detailed timetable of objectives has been worked out for the current and successive fiscal years. The Board has specified an online catalog for all the nine SUS libraries as a primary goal, and it is anticipated that within 14-18 months this goal will be accomplished.

In preparation for the full implementation of FCLA objectives, there has been increased staff involvement with automation at this library. As brokered through the Cooperative Library Agency for Systems and Services (CLASS), in 1985 the UNF library has installed a dedicated terminal accessing the Research Library Group's RLIN database. This utility gives online access to the bibliographic data of over 5 million titles held by major research collections in the United States. The majority of these are believed to be scarce or highly specialized materials, complementing the 15 million titles listed in the OCLC database.

The workflow for cataloging and interlibrary loan activities have been made more efficient by the use of the OCLC M300 microenhancer. This equipment permits the non-prime time and batch use of the database. In addition, many library functions are now ready for computer integration and support, a trend the library staff is determined to exploit. Steps have been taken in that direction both in the Technical and Public Services divisions.

The library is now at the historical juncture of superimposing on the traditional library functions the role of a multi-technological information center. Because of the pervasive presence of technological advances, standard library procedures are no longer clerical. This presupposes professional staff development programs and intensive staff training to create a better educated, computer literate, high caliber staff, proficient in the manipulation and exploitation of new technologies. Library personnel must be able to absorb increasingly complex instructions, keep abreast with the rapid changes of the field, and be willing to assist and serve an ever increasing number of patrons.

Conversely, the availability of more sophisticated services result in higher expectations on part of the library clientele, and much greater demands in regard to quantity, quality, and speed, of the services delivered. The revolutionary developments and potentials of automation and the sophistication of deliverable services will necessitate one-on-one reader instruction in the near future along with formalized training sessions. The imminent installation of an online catalog, the anticipated introduction of telefacsimile hookups, participation in CLASS/RLIN, and other developments and applications made possible by an array of automation hard- and software, will place and even greater burden on the staff. This makes the negative effects of a static staffing level felt even more than in previous years, a pressing problem that can only be alleviated by upgrading existing positions and the addition of several new lines.

In search of a short term measure to negate the adverse effects of understaffing, a public services committee was convened and charged to explore ways to better utilize the available staff. The committee made recommendations for

the relocation of parts of the collection and the combination of service points. The recommendations of the committee will be implemented in the coming fiscal year.

A similar problem exists in the secretarial area. A single position provides all the secretarial support to the 37 permanent employees of the library. With the ever growing number of general correspondence, documents, charts, newsletters, bulletins and special reports, the incumbent is no longer able to satisfy the secretarial demands of the entire staff. One .5 FTE had to be permanently reassigned to administration to help with the mounting workload, thereby diminishing the available staffing in Technical Services.

In April 1985, the Assistant Director completed a comparative study of the major staffing formulae currently in use in various parts of the country. Her research disclosed that the staffing deficiency of the UNF library ranges from a low of 5.83 to a high of 31.23 FTE. Whereas the breadth of this range suggests that the measure of true deficiency must lie somewhere in between, the findings clearly showed that the understaffing that prevails is not an opinion, but an objectively demonstrable fact.

Considering these facts, the best institutional investment of new manpower in the coming years is clearly in the library. It is no longer possible to meet reader expectations and deliver the services with the existing staff. Without more employees to collectively share the ever increasing workload, a total staff burnout will become inevitable.

The first freshmen class at UNF commenced in the fall semester of 1984. The presence of freshmen signaled a major change for the university and altered the level and extent of reader assistance the public services staff had to provide. In order to accelerate the learning process of the new freshmen in the use of the library, upon the initiative of Kathleen F. Cohen, Head of the Reference Department, a lecture component on library use was made a part of the seventeen sections of freshmen English classes. The lectures were delivered by several library staff members and followed up by a library tour. The assessment of this experiment was positive by all parties involved, and the students received a head start in learning how to use the library and its many resources. The library staff feels that the instructional program should be continued in some form in the future.

The problems affecting the contract between CL Systems Inc. and the UNF library that was expected to be closed in 1984 has remained unresolved. It is hoped that a mutually agreeable solution will be reached shortly.

Building security became a concern during the year. In response to criticisms received from the Fire Marshall, the university was obliged to modify the exit doors in the library. The criticism and changes were based on the new fire code that was imposed **after** the building was completed. The mandated modifications offer little or no security for the building and its contents.

In October 1984 the library conducted its first book sale since moving to the new library building. The accumulated material donated for the purpose over the years produced almost \$1,500 for the Friends of the Library account. This money, along with other cash donations, have since allowed us to buy a

printer and a personal computer to facilitate the secretary's work in the administrative office. We are deeply grateful to all our benefactors.

As the fiscal year drew to a close, the budgetary picture for the next fiscal year was drawn by the concluding sessions of the legislature. Although the immediate future does not hold a resolution of the pressing staffing problems for this library, in all other budget categories we anticipate to have a good year ahead of us. Singly and collectively, we look forward to providing excellent service to all the patrons and friends of the Thomas G. Carpenter Library in the north Florida region.

Andrew Farkas
Director of Libraries

UNIVERSITY OF NORTH FLORIDA LIBRARY
Library Budgets 1979-1985

	1979-80	1980-81	1981-82	1982-83	1983-84	1984-85
TOTAL LIBRARY BUDGET	\$1,093,809	\$1,271,593	\$1,151,959	\$1,114,549	\$1,195,668	\$1,506,849
PERSONNEL						
LINE ITEM	\$532,093	\$583,802	\$632,810	\$671,422	\$664,809	\$799,932
OPS	\$36,382	\$57,684	\$74,118	\$55,324	\$54,222	\$61,500
TOTAL	\$568,475	\$641,486	\$706,928	\$726,746	\$719,031	\$861,432
% OF BUDGET	51.97	50.45	61.37	65.21	60.14	57.17
OPERATING EXPENSE	\$38,358	\$48,510	\$42,023	\$43,570	\$52,030	\$65,123(1)
% OF BUDGET	3.51	3.81	3.65	3.91	4.35	4.32
EQUIPMENT (OCO)	\$150	\$9,355	\$0	\$0	\$0	\$1,537(2)
% OF BUDGET	0.01	0.74	0.00	0.00	0.00	0.10
BOOKS & RESOURCES	\$486,826	\$572,242	\$403,008	\$344,233	\$424,607	\$578,757
% OF BUDGET	44.51	45.00	34.98	30.89	35.51	38.41

(1) Of which \$23,247 was spent from "Book OCO."

(2) Near the end of the fiscal year, \$40,000 was transferred into this category to replace an equal amount removed from "Book OCO" at the beginning of the year. Of the \$40,000, \$38,463 was actually spent on books and is, consequently, reflected in that category.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Library Budget as Percentage of Total University E & G Budget
1979-1985

	1979-80	1980-81	1981-82	1982-83	1983-84	1984-85
TOTAL LIBRARY BUDGET	\$1,093,809.00	\$1,271,593.00	\$1,151,959.00	\$1,114,549.00	\$1,195,668.00	\$1,506,849.00
UNIVERSITY E & G BUDGET	\$13,049,321.00	\$14,254,796.00	\$16,203,995.00	\$16,503,060.00	\$17,625,896.00	\$20,131,445.00
% OF E & G BUDGET REPRESENTED BY LIBRARY	8.38	8.92	7.11	6.75	6.78	7.49

UNIVERSITY OF NORTH FLORIDA LIBRARY
Library Collection Inventory
1979-1985

MAIN RESOURCES	1979-1980	1980-1981	1981-1982	1982-1983	1983-1984	1984-1985
BEGINNING INVENTORY	226,374	245,704	259,846	272,521	283,206	292,907
UNITS ADDED	19,976	15,035	13,808	11,422	10,934	15,850
UNITS WITHDRAWN	(646)	(893)	(1,133)	(737)	(1,233)	(1,502)
ENDING INVENTORY	245,704	259,846	272,521	283,206	292,907	307,255
OTHER RESOURCES						
BEGINNING INVENTORY	128,619	172,667	192,891	217,970	229,759	241,302
UNITS ADDED	52,833	28,985	35,893	19,694	16,940	19,133
UNITS WITHDRAWN	(8,785)	(8,761)	(10,814)	(7,905)	(5,397)	(14,004)
ENDING INVENTORY	172,667	192,891	217,970	229,759	241,302	246,431
TOTAL COLLECTION STRENGTH	<u>418,371</u>	<u>452,737</u>	<u>490,491</u>	<u>512,965</u>	<u>534,209</u>	<u>553,686</u>
VOLUMES IN PROCESS (FASTCAT)	5,707	6,607	4,782	1,933	1,726	2,455

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department
Materials Expenditures 1979-1985

MATERIALS: CONTINUATIONS	1979-1980	% OF TOTAL	1980-1981	% OF TOTAL	1981-1982	% OF TOTAL
NEWSPAPERS	\$2,152.68	0.44	\$3,388.97	0.59	\$3,706.79	0.92
SERVICES	\$20,366.18	4.16	\$21,098.30	3.69	\$23,793.87	5.90
STANDING ORDERS	\$20,771.60	4.24	\$23,414.26	4.09	\$25,009.38	6.21
SUBSCRIPTIONS	\$116,378.93	23.75	\$143,458.08	25.07	\$133,549.93	33.14
SUBS-MICROFORM	\$18,452.68	3.77	\$20,124.60	3.52	\$22,797.50	5.66
SUBTOTAL	\$178,122.07	36.35	\$211,484.21	36.96	\$208,857.47	51.82

**MATERIALS:
NON-CONTINUATIONS**

AUDIO-VISUAL	\$28,823.97	5.88	\$39,503.29	6.90	\$11,048.65	2.74
BACKFILES	\$8,711.21	1.78	\$12,872.36	2.25	\$1,275.37	0.32
BACKFILES-MICRO	\$12,245.28	2.50	\$35,487.29	6.20	\$27,884.98	6.92
BOOKS-APPROVAL	\$115,794.12	23.63	\$113,657.02	19.86	\$52,577.50	13.05
BOOKS-ORDERED	\$66,879.19	13.65	\$93,481.74	16.34	\$31,231.18	7.75
CURRICULUM	\$6,689.12	1.36	\$6,944.65	1.21	\$2,937.35	0.73
DOCUMENTS	NA	0.00	NA	0.00	\$3,475.00	0.86
MISCELLANEOUS	\$6,487.97	1.32	\$9,485.96	1.66	\$5,045.55	1.25
SUBTOTAL	\$245,630.86	50.12	\$311,432.31	54.42	\$135,475.58	33.62

TOTAL MATERIALS	\$423,752.93	86.47	\$522,916.52	91.38	\$344,333.05	85.44
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PROCESSING:

BINDING-BOOKS	\$7,129.00	1.45	\$1,363.55	0.24	\$758.42	0.19
BINDING-JOURNALS	\$22,314.93	4.55	\$18,158.14	3.17	\$19,848.87	4.93
POSTAGE, HANDLNG	\$5,961.76	1.22	\$8,203.43	1.43	\$6,547.41	1.62
SOLINET	\$10,469.10	2.14	\$16,793.79	2.93	\$31,520.70	7.82
SUPPLIES	\$20,443.81	4.17	\$4,834.00	0.84	\$0.00	0.00
SUBTOTAL	\$66,318.60	13.53	\$49,352.91	8.62	\$58,675.40	14.56

TOTAL RESOURCES	\$490,071.53	100.00	\$572,269.43	100.00	\$403,008.45	100.00
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1982-1983	% OF TOTAL	1983-1984	% OF TOTAL	1984-1985	% OF TOTAL
\$3,607.05	1.05	\$2,906.37	0.68	\$2,933.22	0.51
\$26,102.96	7.60	\$28,230.07	6.65	\$29,135.15	5.03
\$24,016.24	7.00	\$28,520.54	6.72	\$30,866.51	5.33
\$126,872.62	36.96	\$133,656.00	31.48	\$147,453.58	25.48
<u>\$25,313.12</u>	<u>7.37</u>	<u>\$23,386.10</u>	<u>5.51</u>	<u>\$25,190.10</u>	<u>4.35</u>
\$205,911.99	59.99	\$216,699.08	51.04	\$235,578.56	40.70
\$1,822.60	0.53	\$22,954.41	5.41	\$23,528.94	4.07
\$2,994.75	0.87	\$1,273.85	0.30	\$10,325.75	1.78
\$501.00	0.15	\$189.30	0.04	\$5,252.10	0.91
\$32,970.81	9.61	\$67,015.72	15.78	\$132,660.10	22.92
\$21,990.27	6.41	\$59,576.76	14.03	\$81,514.46	14.08
\$239.09	0.07	\$1,403.88	0.33	\$1,068.43	0.18
\$175.00	0.05	\$2,799.50	0.66	\$4,877.65	0.84
<u>\$1,622.19</u>	<u>0.47</u>	<u>\$183.41</u>	<u>0.04</u>	<u>\$1,283.45</u>	<u>0.22</u>
\$62,315.71	18.15	\$155,396.83	36.60	\$260,510.88	45.01
\$268,227.70	78.14	\$372,095.91	87.63	\$496,089.44	85.72
\$701.61	0.20	\$2,609.64	0.61	\$1,551.43	0.27
\$20,262.98	5.90	\$22,869.22	5.39	\$18,396.07	3.18
\$7,353.04	2.14	\$8,568.78	2.02	\$10,754.58	1.86
\$41,311.61	12.03	\$18,463.83	4.35	\$51,965.58	8.98
<u>\$5,406.00</u>	<u>1.57</u>	<u>\$0.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>0.00</u>
\$75,035.24	21.86	\$52,511.47	12.37	\$82,667.66	14.28
\$343,262.94	100.00	\$424,607.38	100.00	\$578,757.10	100.00

TECHNICAL SERVICES

In trying to cover the highlights of divisional activities for the past year, it is inevitable that this writer's portion of the narrative be dominated by a description of certain aspects of the planning process and implementation of NOTIS (the Northwestern [University] Online Total Information System). It is also likely that this will continue to be the case in the next few years because the project is so vast, complicated, and central to the evolution (some would say revolution!) of the Library's bibliographic functions.

As noted last year in these pages, the Board of Regents and the Legislature mandated a statewide implementation of NOTIS for all State University System libraries. Centrally administered by the Florida Center for Library Automation, with software and databases mounted at the Northeastern Regional Data Center, the near-term goal is to have online catalogs in place at all nine SUS institutions at the earliest possible moment, probably by spring, 1986. During the past year, an enormous amount of time has been spent by various Technical Services staff members, indeed by the administrative staff of the entire Library, helping to plan this exciting project. The anticipation is great for mainframe-based library automation services, and progress is being made, step-by-step, towards this goal; however, the process has not been without its pitfalls, and there have been, to date, a few booby traps discovered along the path.

Of the nine SUS institutions, seven currently own the CLSI minicomputer-based LIBS100 system, principally to support circulation services, but, to one degree or another, also to support bibliographic functions. Of these seven "CLSI libraries," the University of North Florida has been unique in having mounted a more advanced version of the system which allows the loading, access to, and maintenance of complete MARC bibliographic records.

Each of the seven CLSI libraries is facing a unique set of problems in its implementation of NOTIS, but a common thread underlying many of these problems is the need to transfer a certain amount of pre-existing information from the LIBS100 database to NOTIS. In the case of the University of North Florida, the problem is complex as well as crucial because it involves the necessity of transferring the entire MARC bibliographic file from the one system to the other. Ironically, the difficulty is that, while there is complete compatibility of data formats between the two systems, CLSI has not yet provided a method for "offloading" MARC bibliographic records onto magnetic tape, and, consequently, the data is "trapped" in the LIBS100.

While the other libraries will build their bibliographic databases from archival MARC records coming directly or indirectly from OCLC, the University of North Florida must use its LIBS100 MARC file (even though it was originally built, and continues to be accreted, with records from the same source) because of having spent the past three years locally editing and otherwise refining the quality of those records. Furthermore, the Cataloging and Serials Departments

have input many temporary and minimal-level MARC records directly into the LIBS100 system, thus bypassing OCLC altogether.

The problem appears not to be insuperable and the Library is working on it with both CLSI and FCLA (the Florida Center for Library Automation;) however, there is a certain tension surrounding the process because of deadlines which must be met in the NOTIS implementation schedule.

Another common problem shared by the CLSI libraries in the NOTIS implementation process is the need to maintain all current systems and procedures while, at the same time, adding an additional system with its own unique set of complexities and requirements. For Technical Services, this means maintaining the manual, card catalog system plus the CLSI LIBS100 database while bringing the NOTIS system to its full level of implementation. The card catalog will remain a necessity until the reliability of the online catalog is assured or until a backup system is in place. Since the circulation system depends on information which is largely derived from the bibliographic database, the CLSI LIBS100 will have to be maintained unless and until the circulation functions can be transferred to NOTIS. In short, the demands on Technical Services staff members are rapidly increasing both in quantity and in complexity.

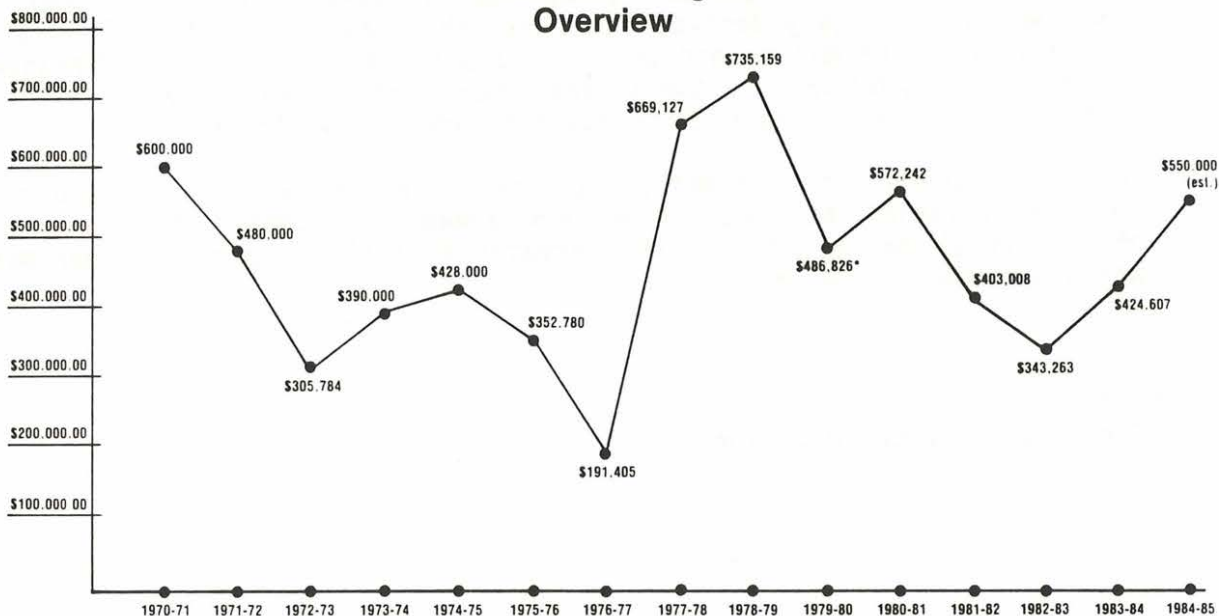
While NOTIS implementation commanded considerable time and resources during the year, the Division had notable accomplishments in other respects, the highlights of which may be read in the narratives of the respective department heads which immediately follow.

John Martin Hein
Head, Technical Services Division

ACQUISITIONS DEPARTMENT

The \$12,000,000 allocation for library resources in fiscal year 1984-85 is intended to be a permanent minimum funding level for library materials for the State University System. If the legislature adheres to this commitment, it should stabilize library budgets and eliminate the "roller-coaster" situation of the past decade. (See chart below)

UNIVERSITY OF NORTH FLORIDA LIBRARY Resources Budgets Overview



*Includes \$50,000 in QIP funds

UNF's share of the allocation amounted to \$603,546--a reasonably good budget for current materials, even though the actual dollars spent on resources was reduced by expenditures relating to the online cataloging and processing of the newly acquired materials, and other expenditures relating to the utilization of the collection and the dissemination of information as authorized. The increased budget also allowed us to continue with the long-term project to reduce the sizable backlog of order requests that have accumulated over several years.

An approximate breakdown of our allocation resulted in the following: \$255,528 for serials and binding; \$11,800 for serial backfiles; \$4,900 for government documents; \$52,000 for cataloging (SOLINET) expenses; \$25,000 for miscellaneous expenses such as circulation system maintenance, microfilm paper, etc.; \$10,000 for postage and handling; \$25,000 for audiovisual and curriculum materials; \$182,000 for books.

The majority of titles were purchased through an approval program with Ballen Booksellers International, which allows us to receive and review newly published titles in selected disciplines on a weekly basis. We also ordered many titles from the large backlog of selections that we were unable to buy during the lean budget years. Overall, we reviewed 6,125 titles on approval, returning 520 for a return rate of 8.5%. The 5,605 volumes we kept cost an average of \$23.66.

We continued to stretch our firm order dollars by ordering low cost items, checking extensively through numerous sale catalogs, and selective purchasing of paperbacks instead of cloth bound volumes. Approximately 4,000 volumes were firm ordered at a unit cost of \$20.43, well below the national average of about \$30.00/volume. The main problem we faced with ordering was procedural--the constraints of the quarterly release system forced the bulk of firm ordering to occur in the third and fourth budget quarters, making workflow uneven and frantic toward the end of the fiscal year. We also had to cope with our part of implementing SAMAS, the new State accounting system.

In addition to purchases, the department also handled a sizeable number of gifts. We reviewed 2,200 titles, keeping over 1,000 for the collection. A special storage room has been made available to house donations, allowing for better management and the dispersal of various items.

One noteworthy special project, started late this year, was to identify and purchase materials in support of the new Master's degree program in Language and Literature. Over \$5,000 were spent to help fill major gaps in this library-intensive program. We expect this to be a long-term project.

The Acquisitions Department is responsible for purchasing all library materials not acquired on a continuing basis, monographic gifts, and the physical preparation (i.e. processing) of those materials for the shelves. At the opening of this fiscal year, our personnel consisted of one professional, one Library Technical Assistant I, and one Clerk Typist. The Clerk Typist position became vacant at the beginning of the year but fortunately we were able to hire an experienced library clerk, Sally Cruze. For the first time since reducing our staffing level we had a normal rather than a reduced budget to deal with. We found it necessary to upgrade the Clerk-Typist position to a Library Technical Assistant I position and provide cross-training to keep the work flow steady. We also added a part time student assistant to handle much of the heavier processing load. With adequate staffing and materials budgets, we look forward to some prosperous years.

Sheila Mangum
Head, Acquisitions Department

UNIVERSITY OF NORTH FLORIDA LIBRARY
Collection Inventory 1984-1985
Resource Units

MAIN RESOURCES

	7/1/84	ADDED	WITH- DRAWN	6/30/85
BIBLIOGRAPHY	872	16	3	885
CATALOG DEPT	0	96	0	96
DOCUMENTS DEPT	311	221	2	530
GENERAL COLLECTION	217,768	9,957	688	227,037
INDEX/ABSTRACT	5,331	288	140	5,479
MAP/ATLAS	132	10	3	139
MERC DEPT	0	115	26	89
OVERSIZE	583	26	6	603
PERMANENT RESERVE	0	197	0	197
PERIODICALS	38,054	2,262	5	40,311
PROTECTED MATERIAL	0	46	0	46
RARE MATERIALS	358	1	43	316
REFERENCE	12,554	1,240	586	13,208
SERIALS DEPT	<u>0</u>	<u>3</u>	<u>0</u>	<u>3</u>
SUBTOTAL	275,963	14,478	1,502	288,939

OTHER RESOURCES

ANNUAL & 10K REPORTS	15,508	3,228	6,000	12,736
COLLEGE CATALOGS	957	0	0	957
CURRICULUM TEXTS	6,171	68	108	6,131
CURRICULUM MEDIA*	1,068	31	0	1,099
DOCUMENTS (SU DOC)	103,438	11,982	7,528	107,892
ERIC	0	0	0	0
MAPS	4,743	294	0	5,037
MEDIA RESOURCES*	34,788	236	0	35,024
MUSIC SCORES	4,383	40	0	4,423
NEWSBANK	0	0	0	0
PAMPHLETS	368	0	368	0
TELEPHONE DIRECTORIES	<u>339</u>	<u>0</u>	<u>0</u>	<u>339</u>
SUBTOTAL	171,763	15,879	14,004	173,638

TOTAL 447,726 30,357 15,506 462,577

* The totals for this collection include media statistical units not specified in this chart. For a breakdown see the separate inventory which follows.

MICROFILM			MICROFICHE				TOTALS
7/1/84	ADDED	6/30/85	7/1/84	ADDED	6/30/85	/8	
0	0	0	0	0	0	0	885
0	0	0	0	0	0	0	96
332	0	332	23	0	23	3	865
542	0	542	102	3,353	3,455	432	228,011
42	0	42	671	540	1,211	151	5,672
0	0	0	0	0	0	0	139
0	0	0	0	0	0	0	89
0	0	0	0	0	0	0	603
0	0	0	0	0	0	0	197
15,453	493	15,946	952	2,888	3,840	480	56,737
0	0	0	0	0	0	0	46
0	0	0	0	0	0	0	316
176	0	176	1,444	249	1,693	212	13,596
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>
16,545	493	17,038	3,192	7,030	10,222	1,278	307,255
0	0	0	55,074	3,015	58,089	7,261	19,997
0	0	0	3,622	1,218	4,840	605	1,562
0	0	0	3,353	(3,353)	0	0	6,131
0	0	0	0	0	0	0	1,099
1,295	7	1,302	141,340	3,370	144,710	18,089	127,283
0	0	0	321,537	20,343	341,880	42,735	42,735
0	0	0	0	0	0	0	5,037
0	0	0	0	0	0	0	35,024
0	0	0	486	0	486	61	4,484
0	0	0	20,541	1,384	21,925	2,741	2,741
0	0	0	0	0	0	0	0
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>339</u>
1,295	7	1,302	545,953	25,977	571,930	71,491	246,431
17,840	500	18,340	549,145	33,007	582,152	72,769	553,686

UNIVERSITY OF NORTH FLORIDA LIBRARY
Collection Inventory 1984-1985
Titles

MAIN RESOURCES	ON HAND 7/1/84	ADDED	WITH- DRAWN	ON HAND 6/30/85
BIBLIOGRAPHY	57	2	0	59
CATALOG DEPT	0	61	0	61
DOCUMENTS DEPT	89	3	31	61(1)
GENERAL COLLECTION	193,465	9,219	215	202,469(2)
INDEX/ABSTRACT	231	5	4	232(3)
MAP/ATLAS	123	13	1	135
MERC DEPT	0	15	1	14
OVERSIZE	541	25	3	563
PERMANET RESERVE	0	25	0	25
PERIODICALS	2,775	167	27	2,915(4)
PROTECTED MATERIAL	0	35	0	35
RARE MATERIALS	267	1	33	235
REFERENCE	4,703	372	168	4,907(5)
SERIALS DEPT	0	1	0	1
SUBTOTAL	<u>202,251</u>	<u>9,944</u>	<u>483</u>	<u>211,712</u>
OTHER RESOURCES				
ANNUAL & 10K REPORTS	2,993	0	0	2,993
CURRICULUM TEXTS	3,098	68	19	3,147
CURRICULUM MEDIA	481	28	0	509
MEDIA RESOURCES	34,788	236	0	35,024
MUSIC SCORES	2,508	39	0	2,547(6)
SUBTOTAL	<u>43,868</u>	<u>371</u>	<u>19</u>	<u>44,220</u>
TOTAL	246,119	10,315	502	255,932

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

- (1) Includes 6 titles on microfilm.
- (2) Includes 118 titles on microfilm, 15 on microfiche.
- (3) Includes 3 titles on microfilm.
- (4) In this collection, one bibliographic title describes both microformat and hard-copy holdings.
- (5) Includes 10 titles on microfiche.
- (6) Includes 3 titles on microfiche.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department
1984-1985 Resources Budget Disbursements

MATERIALS: CONTINUATIONS	FISCAL YEAR 1984/85	% OF TOTAL EXPENDED	% OF TOTAL EXPENDED ON MATERIALS	\$ CHANGE FROM 1983/84	% CHANGE FROM 1983/84	1983/84
NEWSPAPERS	\$2,933.22	0.49	0.59	\$26.85	0.92	\$2,906.37
SERVICES	\$29,135.15	4.84	5.87	\$905.08	3.21	\$28,230.07
STANDING ORDERS	\$30,866.51	5.13	6.22	\$2,345.97	8.23	\$28,520.54
SUBSCRIPTIONS	\$147,453.58	24.49	29.72	\$13,797.58	10.32	\$133,656.00
SUBS-MICROFORM	\$25,190.10	4.18	5.08	\$1,804.00	7.71	\$23,386.10
SUBTOTAL	\$235,578.56	39.13	47.49	\$18,879.48	8.71	\$216,699.08
MATERIALS: NON-CONTINUATIONS						
AUDIO-VISUALS	\$23,528.94	3.91	4.74	\$574.53	2.50	\$22,954.41
BACKFILES	\$10,325.75	1.72	2.08	\$9,051.90	710.59	\$1,273.85
BACKFILE-MICROFORM	\$5,252.10	0.87	1.06	\$5,062.80	2,674.48	\$189.30
BOOKS-APPROVAL	\$132,660.10	22.04	26.74	\$65,644.38	97.95	\$67,015.72
BOOKS-ORDERED	\$81,514.46	13.54	16.43	\$21,937.70	36.82	\$59,576.76
CURRICULUM	\$1,068.43	0.18	0.22	(\$335.45)	(23.89)	\$1,403.88
DOCUMENTS	\$4,877.65	0.81	0.98	\$2,078.15	74.23	\$2,799.50
MISCELLANEOUS	\$1,283.45	0.21	0.26	\$1,100.04	599.77	\$183.41
SUBTOTAL	\$260,510.88	43.27	52.51	\$105,114.05	67.64	\$155,396.83
TOTAL MATERIALS	\$496,089.44	82.41	100.00	\$123,993.53	33.32	\$372,095.91
PROCESSING						
BINDING-BOOKS	\$1,551.43	0.26	NA	(\$1,058.21)	(40.55)	\$2,609.64
BINDING-JOURNALS	\$18,396.07	3.06	NA	(\$4,473.15)	(19.56)	\$22,869.22
POSTAGE, HANDLING	\$10,754.58	1.79	NA	\$2,185.80	25.51	\$8,568.78
SOLINET	\$51,965.58	8.63	NA	\$33,501.75	181.45	\$18,463.83
SUPPLIES	\$0.00	0.00	NA	\$0.00	0.00	\$0.00
SUBTOTAL	\$82,667.66	13.73	NA	\$30,156.19	57.43	\$52,511.47
TOTAL RESOURCES	\$578,757.10	96.14	NA	\$154,149.72	36.30	\$424,607.38
NON-RESOURCE EXPENDITURES						
PERSONNEL	\$0.00	0.00	NA	\$0.00	0.00	\$0.00
EXPENSE, EQUIPMENT	\$23,247.00	3.86	NA	\$10,092.75	76.73	\$13,154.25
TOTAL NON-RESOURCES	\$23,247.00	3.86	NA	\$10,092.75	76.73	\$13,154.25
TOTAL EXPENDED	\$602,004.10 *	100.00	NA	\$164,242.47	37.52	\$437,761.63

* Of the original State allocation of \$603,546, \$40,000 was transferred to OPS at the beginning of the year. Near the end of the year \$40,000 was transferred to the Library's OCO account, and, of this amount, \$38,463, reflected here, was spent on books.

This year's acquisitions included 6,256 vols. on approval of which 5,605 were kept and 651 were returned (for a return rate of 10.4%); 3,988 firm orders for monographs, 455 curriculum and audio-visual items, and 2,147 gifts of which 1,070 were added to the collections. Serials acquisitions are reported separately with Serials Dept. statistics.

SERIALS DEPARTMENT

The Serials Department spent an active year acquiring new journals, cataloging government documents, and adapting to external and internal changes. The quantity and quality of work are particularly impressive when considered with the first major personnel change in eight years. The department lost the efforts of Glenda Morris and Martha Solomon, who both sought new challenges as they transferred to other departments. The critical personnel shortage in Reference was recognized, and Serials transferred half of its LTA II position to Public Services in exchange for the use of needed student help. Serials gained the services of Shelley Anderson, a UNF graduate and former circulation student worker, and Evelyn Trujillo, who recently moved to Jacksonville. Alice Baughman was hired as the OPS student. The position vacancies also precipitated a reorganization of the department with the remaining personnel absorbing some new duties. Both old and new employees adapted readily, causing little disruption in the workflow.

Acquisitions

After many years of cancelling titles, the Serials Department placed 150 new orders at a cost of approximately \$6,000.00. The Serials Selection Committee was formed, and journal requests evaluated by the Committee. The composition of the Committee included members of the Public Services staff, who could readily identify our critical areas for collection development. The process worked well, and was aided by using an automatic list of requests. The list was sorted by title, requestor, or pertinent subject area, and provided a more comprehensive look at the faculty's requirements. Backfile orders, placed to augment the new titles, arrived in both hard copy and microformat, costing about \$10,000.00. A number of projects netted missing issues. United States Book Exchange (USBEX) supplied single issues, and UNF joined and used the Exchange List Group of ALA. The Serials Department worked closely with faculty members, assisting the Division of Computer & Information Science, and the Language and Literature Department. Tools such as the Periodicals List Arranged By Department gave faculty an idea of the collection, and showed strengths and weaknesses.

A great deal of attention was devoted to bindery functions. The Dobbs Brothers Bindery in St. Augustine closed, and work was transferred to Dobbs-American in Virginia. The transition was not smooth, and using the services of the new plant caused a great number of unanticipated problems. The Department monitored the binding process much more closely, and assumed greater responsibility for collating and determining binding methods. The bulk of our binding went to National Book Bindery, which continued their good service. The staff benefited from a tour of a local bindery, and gained an appreciation for many of the finer points of commercial binding.

Cataloging

All new journals were cataloged upon arrival with LC Classification, and a new method of cataloging review was initiated. The Serials Department absorbed all new implementations of LIBS, and continued maintenance of manual files as well. The project to catalog the federal serials documents met a major milestone when the entire shelf list had been read. Further work will involve editing conversion records and cataloging of Florida Documents.

The Union List was updated, and new editions distributed to participating libraries.

Summary

The department underwent a number of changes involving personnel and work routines, but rose to the challenge and actually improved efficiency. A number of functions were transferred to the microcomputer, including journal requests, producing bindery slips, and sending claims for missing issues. Documentation was written for these routines as well as other new procedures. The year was one of change involving new personnel and an improved book budget.

Vicki Thomas Stanton
Serials Librarian

UNIVERSITY OF NORTH FLORIDA LIBRARY
Serials Department
1984-1985

	PREVIOUS TOTALS	NET CHANGE	TOTALS TO DATE
SUBSCRIPTIONS			
NEWSPAPERS	19	1	20
PERIODICALS	1,834	78	1,912
BUSINESS & LEGAL SERVICES	124	(1)	123
MICROFILM	91	5	96
FREE/GIFT	153	(15)	138
DEPOSITORY (GOV'T DOCS)	57	(2)	55
STANDING ORDERS	498	(42)	456

BINDERY STATISTICS

BOOKS	296
PERIODICALS	2,172

CHECK IN:

During the fiscal year 20,863 current issues, 7 complete backfile volumes and 418 back issues, 1,875 standing order volumes, 502 microfilm reels, and 28,814 pieces of microfiche were checked in; in addition, 127 volumes and 1,912 periodical issues were received as gifts of which 48 volumes and 342 issues were retained. Finally, 552 claims were issued for unreceived materials.

ILL STATISTICS: The following represents pages ordered to repair mutilated or damaged books and serials.

	TITLES	CLASS	NO. OF PAGES
	1	AP	8
	2	BF	14
	11	HC-HG	92
	2	HV	11
	3	L	16
	3	PN-PR	14
	3	Q	13
	1	QK	2
	3	RA-RC	24
	1	RT	28
	2	T	24
TOTAL	<u>32</u>		<u>246</u>

CATALOGING DEPARTMENT

In this fiscal year the Library returned to a budget level more in line with collection development needs. Receipt of materials in the Cataloging Department was steady throughout the year, a factor greatly facilitating the maintenance of a steady workflow, and 11,075 titles were cataloged (733 requiring original copy, 1,456 with modified copy, and 8,886 titles with Library of Congress copy). These figures include monographs, monographic documents, microforms, and audiovisual materials. In addition, 382 titles required re-cataloging. As more and newer materials were received, the fastcat collection of as yet uncataloged book materials grew.

With the introduction of a new in-house statistics program, designed and implemented by the Head of Technical Services, it will be possible in future reports to represent more accurately categories of material, such as the fastcat collection and leisure reading, which the Department receives and gives "pre-cataloging" treatment. Previously unreported in the workflow and statistics for the Department, these materials represent a large number of items handled by the staff each year. "Pre-cataloging" consists of identifying a matching bibliographic record on OCLC, correcting indexing errors in access points, entering correct indicator codes and barcode information, and updating a temporary record for the library's in-house database. If no matching record is found on OCLC, a new brief record is entered directly into the library's local database. The new statistics system was started in May, and for the two month period, May-June, 1985, 369 monographic volumes were treated in this manner.

Several changes occurred in the workflow during the year. Primary responsibility for the pre-cataloging of leisure reading materials--current, high-interest titles housed in a browsing collection--was assigned to the senior Library Technical Assistant I. This level of work was previously done by a Library Technical Assistant II. Part of the duties of the senior LTA I, particularly filing, were transferred to other staff, including a part-time student.

In October, the Department began a four month participation in a retrospective conversion project with funds provided through the Council for Interinstitutional Planning. Through this project, approximately 3500 records for sound recording titles were converted to machine-readable form by Library staff, and approximately 14,000 federal document titles were updated on OCLC by SOLINET staff, working from the Documents Department shelflist. Review of the resulting records for these converted titles, to be replaced eventually by full records, will continue for some time. This conversion project was coordinated with the on-going full cataloging of documents begun in the previous fiscal year. With a reduced staff (described below), the Department had to sharply curtail work on documents titles to the original cataloging of a small number of monographic retrospective titles that required immediate attention. The majority of currently received documents are given pre-cataloging treatment (as described above) by the Documents Department staff, trained by cataloging per-

sonnel. Those few documents with Library of Congress copy are fully cataloged by the documents staff, under review and supervision by the Head of Cataloging.

Similarly, conversion of records for sound recordings has greatly added to the library's database of audiovisual titles and full cataloging of audiovisual materials continued but at a greatly reduced level. Currently only the small number of new titles received are being cataloged. During the year, 410 titles were cataloged of which the largest groups were 243 videocassettes and 105 slide sets, the media of current cataloging concentration.

Also during the October-January period, the Department participated in the response time monitoring program conducted by OCLC. A separate monitoring device was attached to the lead terminal and weekly reports were sent to OCLC measuring the average response time.

In December 1984, a new type of OCLC terminal was received, an M300 IBM PC, which replaced one of the OCLC 100 terminals. With the receipt of the M300, the staff began using the OCLC Cataloging Microenhancer, software which transfers records from the OCLC database to a local data file, allows offline editing, and delayed automatic processing of the stored records during non-prime time hours. The microenhancer was immediately put into use for the retrospective conversion project and fully integrated into the cataloging workflow. It is expected that substantial cataloging cost reductions will result from this use. The M300 IBM PC is also used for word processing and other automation applications. More departmental documentation was transferred to a word processor and significant progress was made in formalizing and systematizing the Department's manuals. Use of a word processor has enabled the Department to keep up with the documentation of changing procedures required by the library's automation activities.

Several other small projects were completed during the year. A review of all remaining unmatched order slips in the title catalog resulted in most of the slips being identified with already cataloged materials. A small number of slips was routed to the Acquisitions Department for possible replacement of unlocated items. A final, intensive review was completed of all unmatched bar-codes and a systematic treatment of the remaining labels will take place in the coming year. In an on-going shift of emphasis from cards to online records, several profile changes were made to the Department's card production programs to eliminate cards for certain materials. Finally, records for three departmental collections and separate groups of materials such as leisure reading and rare books were updated in the library's local database to reflect new holding library codes established in the profile changes.

There were a number of personnel changes during the year. The LTA II position, vacant at the end of the fiscal year, was filled in September by a professional librarian with cataloging experience. This experience enabled the position to quickly take up more advanced work that would have ordinarily been possible. In November, one of the LTA I positions was vacated and refilled in January. In March, the librarian holding the LTA II position found a professional position in another library and the LTA II slot was again empty. In consideration of the on-going shortage of personnel in Public Services, this empty position was transferred temporarily out of Technical Services and, in exchange, Public Services staff took responsibility for filing in the title catalog. Systematic and formal revision of the title catalog ceased. Several

collection maintenance functions formerly related to the revising of title cards, such as the recataloging of different editions to bring together new and old editions, were reworked to be completely incorporated into Technical Services routines. In June, two long-time employees in LTA II positions left to attend the summer session of the Library School degree program at Florida State University. It was very gratifying to see these staff members pursue their interest in librarianship, but their absence, combined with the transfer of the LTA II position to Public Services, necessitated the sharp reduction in cataloging of both audiovisual and documents titles. Two temporary staff members, one part time and one full time, were hired to maintain the basic flow of new books through cataloging.

The coming year promises to be an exciting one. It is anticipated that in the fall new terminals will be received to begin the library's participation in the State University System's LUIS network. LUIS will be a very sophisticated replacement for the present in-house LIBS system. Many activities related to planning for LUIS have already begun at the state level and much internal work will have to be accomplished to incorporate the LUIS system as the basis of the Department's workflow. In the long-term, LUIS will make possible on a new scale, through such features as the capability to make global changes to headings, the permanent shift of catalog maintenance from the card to the online catalog. Unfortunately, as LUIS does not yet include a circulation function, it will be necessary to maintain holdings information in LIBS for an indefinite period. Coordinating LUIS and LIBS routines and planning the change from card to online catalog should provide sufficient challenge for the year ahead.

Linda L. Smith
Head, Cataloging Department

PUBLIC SERVICES DIVISION

The annual report of the Public Services Division for fiscal year 1984-85 must necessarily be brief because of the recency of the incumbent. Generally, the year has been a challenging one for all public services personnel. In spite of continuing staffing shortages, moral has remained high and efforts to search for alternative means of delivering effective service have remained a strong priority among all departments.

Several major activities occurred in the Division. (1) The position of Assistant Director of Libraries and Head, Public Services was filled in October 1985, bringing to a close a two-year period of interim coverage. The appointment provided welcome relief to the Head of Technical Services who had for two years divided his responsibilities between the two divisions. The Division expresses sincere appreciation to John Hein for a job well done. (2) Plans were initiated to reorganize the Public Services Division with the objective of making shifts in resources, facilities, and personnel in order to improve services. (3) The Media Resources Center (MERC) was upgraded to full department status with its head, Diane Kazlauskas receiving promotion to rank of Department Head and Associate University Librarian. (4) The Head of Reference, Cathy Cohen, received an educational grant and leave to complete requirements for a second Master's degree in history. (5) Two LTA IIs, Glenda Morris and Mindy McClure, were awarded educational grants and leaves to continue studies toward the Master of Science in Library Science degree during the summer semester.

From several perspectives, this has been a very positive year. However, Public Services has a continuing need for at least two additional positions, one of which should be professional. These are required to assist with staffing and backup demands in the Circulation/Systems Division and the Reference Department. Additionally, more OPS monies are necessary to hire additional students to support stack maintenance in the general collection. The crucial nature of reshelving and shelf reading of materials from checkout and in-house use cannot be overemphasized. I and the Public Services staff look forward during the coming year to completing plans for reorganization, implementing the new online catalog (LUIS), and designing services to meet the needs of the several changes occurring within the University, e.g. new academic programs and resident students in the new lower division. However, without an increase in the current level of staffing, our effectiveness in absorbing the resulting increases in service demands will be extremely difficult.

I appreciate the splendid cooperation received from both the Public and Technical Services staff and University personnel during this my first year.

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

CIRCULATION DEPARTMENT

This year's circulation activities can be best characterized as a year of holding the status quo while continuing a rather disorganized migration to new automated library support systems.

With the arrival and orientation of Dr. Ruth M. Jackson, our new Assistant Director and Head of Public Services, we have identified, clarified and corrected shortcomings and inconsistencies in departmental policies and procedures.

The student assistant pay schedule was modified, facilitating student assistant retention with positive morale boosting pay incentives.

This year we were able to do time/motion studies to determine standards for student assistant and circulation tasks.

My long-evolving duties and responsibilities were reflected in a job title change to Head, Operations/Systems Division, effective January 1, 1985. While retaining all previous responsibilities as Head, Circulation Department, I now have both the authority and responsibility to perform those library operations under my supervision.

Through training sessions earlier this year, the pressing need for another professional in the Operations/Systems Division became evident. It would provide a much needed cross knowledge of activities and skills. Many skills and related information are held solely by me, and for the safeguarding of unimpaired library operations, it is highly desirable that at least one other administrative level staff member be added to the Division to permit informational redundancy and operational continuity.

Non-affiliated (special permit) borrowers have become a burden on the department's ability to serve its primary clientele, the UNF faculty and students. As a result, a plan to provide cost recovery in serving that non-affiliated constituency has been drafted, with anticipated implementation in the Fall of 1985.

CIRCULATION SERVICES

Continuing a trend to decentralize circulation and statistics maintenance, the totals indicate comparable workloads between the Periodicals and Circulation departments. While overall circulation statistics are up, the Circulation Department's share is down, owing to the decentralization of that function. Special permits continue to show a hefty portion of our workload, for which the library receives no funding. CLSI still supports the circulation functions, this year under release 26.81 of CLSI's software.

STACKS MAINTENANCE

Under Bruce Rouzie, who indicated an interest in assuming the stacks maintenance duties, we have collected and utilized new data to develop new standards. As a result, we have seen remarkable improvements in stack maintenance operations. Specifically, we effected a special project to put the general collection books in order on the shelves. During this project, we also completed a time/motion study to gain data for establishing standards of expectation to be used in projecting personnel needs based on workload statistics.

COURSE RESERVES

While decreased in statistical workload, the section has continued work in copyright compliance and the planning for the migration of the course listings from punch card support to a microcomputer based system. In addition to UNF courses, the section has supported Florida State University's extension courses in library science and social work, and the State's FEEDS (engineering) extension program.

INTERLIBRARY LOANS

Interlibrary loans flow naturally with the State's impetus under the leadership of the Florida Library Information Network (FLIN), which supplies the network and the basis for our active participation in the interlibrary loan networks. This year, continuing under our LSCA, Title III, FLIN grant of \$1266, we again participated in the state's efforts. The SEFLIN prototype project using telefacsimile may well be the next step taken in serving Florida's public. In applying this network participation at the local level the CIP (Council for Interinstitutional Planning) has provided funding for a prototype project for courier service.

The Florida Center for Library Automation (FCLA), involved in the implementation of FOCUS (which should greatly enhance interlibrary loans), has also contracted for the installation of RLG terminals to access the RLIN databases. This additional access to specialized collections should greatly supplement the already rich OCLC access. The staff was trained by CLASS personnel to use RLIN this Spring.

With the price decline of commercial document delivery services like University Microfilms (UMI), use of these services may become efficient and cost effective means to serve that part of the public which needs immediacy in supplying their requests.

LIBRARY SYSTEMS

In addition to the CLSI system, we have been actively planning and implementing FOCUS (Florida Online Catalog and User System) under the coordination and impetus of the Florida Center for Library Automation, along with access to the RLIN databases (through CLASS). In an effort to phase out punch card technology, we have been likewise migrating to micro-based systems for maintenance of serials records and the course reserves database. As circulation staff

has evolved, we have gained expertise in systems exploitation, particularly through microcomputers.

Skilled support in the systems area has proved to be vital as a requirement to provide continuity of operation for library support systems.

Robert P. Jones
Operations/Systems Librarian and
Head, Circulation Department

UNIVERSITY OF NORTH FLORIDA LIBRARY
Circulation Department

SUMMARY STATISTICS, 1984-1985

CIRCULATION SERVICES

Transactions	CIRC	DOC	MRC	PER	REF	BSV	TOTAL
Regular, automated	76,422	1,117	5,855	0	0	15,133	98,527
Regular, manual	<u>0</u>	<u>0</u>	<u>115</u>	<u>0</u>	<u>0</u>	<u>437</u>	<u>552</u>
Regular SUBTOTAL	76,422	1,117	5,970	0	0	15,570	99,079
In Library Use:							
-Books/Unspecified	50,493	0	4,969	0	22,413	0	77,875
-Periodicals, bound/current	0	0	0	91,366	0	0	91,366
-Microforms	0	496	0	36,625	0	0	37,121
-Documents, U.S.	0	7,839	0	0	0	0	7,839
-Documents, Florida	<u>0</u>	<u>1,524</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,524</u>
In Library SUBTOTAL	50,493	9,859	4,969	127,991	22,413	0	215,725
TOTALS	126,915	10,976	10,939	127,991	22,413	15,570	<u>314,804</u>

INTERLIBRARY LOANS

(FILLED TRANSACTIONS)

UNF Supplied: Books	2,298	
UNF Supplied: Photocopies	1,241	
TOTAL SUPPLIED BY UNF:		3,539
UNF Requested: Books	542	
UNF Requested: Photocopies	568	
TOTAL REQUESTED BY UNF:		1,110
GRANT SUPPORT: Florida Library Information Network		\$1,266.00

COURSE RESERVES

Reserve Requests Processed: 912

SYSTEMS

Patron requested bibliographic computer searches 175

LIBRARY/CIRCULATION OPERATIONS

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

ENTRANCE GATE COUNT

Projected July-November	136,555	
Actual December-June	191,180	
TOTAL (Estimated):		327,735

ACCOUNTS RECEIVABLES (FINES AND PATRON RECHARGES)

Transactions passed from the CLSI system to the campus (Cashier's Office) system:	16,155	
Transactions manually posted to the system:	2,256	
TOTAL		18,411

PATRON LIBRARY CARDS

New barcode numbers issued (accounts opened)	3,985	
Barcode numbers/accounts active this fiscal year		
Faculty/A&P	317	
Career Service Staff	239	
UNF Students	7,101	
UNF Adjunct Faculty	85	
Not affiliated with UNF	1,268	
TOTAL		9,010

USAGE ANALYSIS BY PATRON GROUP:

UNF students:	70,631	71.6877%
UNF employees:	12,826	13.0179%
Non-UNF borrowers:	12,728	12.9184%
Interlibrary loans:	2,341	2.3760%

UNIVERSITY OF NORTH FLORIDA LIBRARY
Circulation Department

CIRCULATION ANALYSIS BY LIBRARY OF CONGRESS CLASSIFICATION
1984-1985

CLASSIFICATION		CODE	DOC	MRC	RSV	CIRC	TOTAL	PERCENTAGE
Undefined	New; not yet assigned	0	663	535	1,763	4,646	7,607	7.7207%
A-AZ	General Works	1	0	36	0	74	110	0.1116%
B-BD,BH,BJ	Philosophy	2	0	4	12	730	746	0.7572%
BF	Psychology	3	0	128	245	3,381	3,754	3.8101%
BL,BN-BQ	Religion	4	0	0	12	433	445	0.4517%
BM	Religion - Judaism	5	0	0	3	55	58	0.0589%
BR-EX	Religion - Christianity	6	0	19	8	543	570	0.5785%
C-CT,D	History - General	7	6	230	56	1,101	1,393	1.4138%
DA	History - Great Britain	8	0	0	0	411	411	0.4171%
DB-DJ,DL,DP,DQ	History - Other West European	9	0	0	0	599	599	0.6080%
DK,DR	History - Russia and East European	10	0	0	17	253	270	0.2740%
DS	History - Asia	11	0	0	56	753	809	0.8211%
DT	History - Africa	12	0	0	10	173	183	0.1857%
DU-DZ	History - Australia, Oceania	13	0	0	0	30	30	0.0304%
E	History - American; United States	14	0	4	31	1,812	1,847	1.8746%
F1-F199	History of the States	15	0	1	0	91	92	0.0934%
F1000-F1199	History - Canada	16	0	0	0	15	15	0.0152%
F1200-F1399	History - Mexico	17	0	0	0	136	136	0.1380%
F1400-F2199	History - Centr/Latin Am; W. Indies	18	1	1	15	265	282	0.2862%
F2200-F3799	History - South America	19	0	1	0	123	124	0.1259%
G-GC	Geography	20	0	3	0	164	167	0.1695%
GF-GT	Anthropology	21	0	4	27	348	379	0.3847%
GV	Sports, Recreation	22	0	3	26	1,073	1,102	1.1185%
H	Social Sciences - General	23	0	0	18	209	227	0.2304%
HA	Statistics	24	0	0	0	195	195	0.1979%
HB-HD,HF-HJ	Economics	25	0	97	1,715	9,304	11,116	11.2822%
HE	Transportation and Communication	26	3	0	1	289	293	0.2974%
HM-HT,HX	Sociology	27	0	32	222	4,223	4,477	4.5439%
HV1-HV5999	Social pathology and welfare	28	0	9	15	1,464	1,488	1.5102%
HV6000-HV9999	Criminology	29	0	7	0	1,485	1,492	1.5143%
J	Political Science	30	0	4	41	1,326	1,371	1.3915%
K	Law - General	31	0	0	0	65	65	0.0660%
KD, KDC-KDK	Law - Foreign	32	0	13	19	83	115	0.1167%
KF	Law - United States	33	0	2	20	907	929	0.9429%
KFA-KFZ	Law - U.S. - State and Local	34	0	0	0	14	14	0.0142%
L-LB1139	Education - Genl. theory & practice	35	0	29	267	2,136	2,432	2.4684%
LB1140-LB1602	Education - Preschool/primary/elem.	36	0	23	165	790	978	0.9926%
LB1603-LB1699	Education - Secondary	37	0	0	6	139	145	0.1472%
LB1700-LB2299	Education - Teacher Education	38	0	0	1	98	99	0.1005%
LB2300-LB2799	Education - Higher Education	39	0	7	86	319	412	0.4182%
LE2800-LB9999	Education - Admin and Supervision	40	0	11	110	777	898	0.9114%
LC	Education - Special Education	41	0	9	24	946	979	0.9936%
LD-LZ	Education - Other genl. aspects	42	0	3	141	36	180	0.1827%
M	Music	43	0	763	0	5	768	0.7795%

CLASSIFICATION		CODE	DOC	MRC	RSV	CIRC	TOTAL	PERCENTAGE
ML	Music - Literature & Composition	44	1	8	42	520	571	0.5795%
MT	Music - Instruction and Study	45	0	12	193	111	316	0.3207%
N,NX	Visual arts; general art	46	0	11	28	774	813	0.8252%
NA	Architecture	47	0	1	9	202	212	0.2152%
NB-NE	Art Media	48	0	15	6	1,852	1,873	1.9010%
NK	Art - Decorative and Applied	49	0	1	7	195	203	0.2060%
P	Philology and Linguistics	50	0	8	35	347	390	0.3958%
PA	Classical languages & literature	51	0	0	0	250	250	0.2537%
PB-PD,PF	Modern European Languages	52	0	0	0	35	35	0.0355%
PE	English Language	53	0	0	31	218	249	0.2527%
PG-PM	African/Oriental/Slavic Lang. & Lit.	54	0	0	2	317	319	0.3238%
PN,PZ	Literature - General	55	0	33	92	1,563	1,688	1.7132%
PQ	Literature - Romance	56	0	0	4	534	538	0.5460%
PR	Literature - English	57	0	0	108	2,609	2,717	2.7576%
PS	Literature - American	58	0	3	0	3,015	3,018	3.0631%
PT	Literature - Germanic	59	0	0	0	225	225	0.2284%
Q	Science - General	60	0	1	51	234	286	0.2903%
QA	Mathematics	61	0	2	12	2,249	2,263	2.2968%
QE	Astronomy	62	0	6	0	199	205	0.2081%
QC	Physics	63	0	3	0	264	267	0.2710%
QD	Chemistry	64	0	1	0	395	396	0.4019%
QE	Geology	65	0	0	0	94	94	0.0954%
QH	Natural Hist; Genl geology/ecology	66	0	19	2	532	553	0.5613%
QK	Botany	67	0	0	3	220	223	0.2263%
QL	Zoology	68	0	5	2	451	458	0.4648%
QM-QP	Physiology and Human Anatomy	69	4	20	5	614	643	0.6526%
QR	Microbiology	70	0	3	0	74	77	0.0782%
R	Medicine - General	71	0	4	2	296	302	0.3065%
RA	Public Health	72	0	26	99	977	1,102	1.1185%
RB	Pathology	73	0	0	0	83	83	0.0842%
RC1-320;RC577-1199	Internal Medicine	74	0	32	18	685	735	0.7460%
RC321-576	Psychiatry and Neurology	75	0	37	115	1,621	1,773	1.7995%
RC1200-RC1245	Sports Medicine	76	0	0	0	37	37	0.0376%
RD-RS;FV-RZ	Medical Systems	77	0	24	9	1,236	1,269	1.2880%
RT	Nursing	78	0	5	138	1,633	1,776	1.8026%
S	Agriculture	79	0	45	4	289	338	0.3431%
T,TC,TN	Technology and Engineering	80	0	1	22	253	276	0.2801%
TA	Civil Engineering	81	0	3	0	177	180	0.1827%
TD	Environmental Technology	82	0	0	0	263	263	0.2669%
TE-TG,TL	Transportation Engineering	83	0	3	0	263	266	0.2700%
TH	Building Construction	84	0	0	0	256	256	0.2598%
TJ	Mechanical Engineering	85	0	0	0	159	159	0.1614%
TK	Electrical Engineering	86	0	0	0	263	263	0.2669%
TP	Chemical Technology	87	0	3	48	193	244	0.2476%
TR	Photography	88	0	24	71	633	728	0.7389%
TS	Manufacturing & Production Mgmt.	89	0	0	0	217	217	0.2202%
TT	Handicrafts	90	0	0	1	450	451	0.4577%
TX	Home Economics	91	0	7	29	242	278	0.2822%
U-V	Military & Naval Science	92	0	167	0	343	510	0.5176%
Y	Curriculum: (Unclassified)	93	0	2	0	0	2	0.0020%
YA-YC	-Social Studies, Political Science	94	0	280	0	0	280	0.2842%
YD,YDA-YDR	-History (Except U.S.)	95	0	6	0	0	6	0.0061%

CLASSIFICATION	CODE	DOC	MRC	RSV	CIRC	TOTAL	PERCENTAGE		
YE	-History - United States	96	0	34	0	0	34	0.0345%	
YFA-YFE	-Anthrop/Religion/Folklore/Ethnic studies	0	0	15	0	0	15	0.0152%	
YFP	-Psychology	98	0	13	0	3	16	0.0162%	
YFS	-Sociology	99	0	6	0	0	6	0.0061%	
YFT	-Career Development	100	0	8	0	0	8	0.0081%	
YG	-Geography	101	0	1	0	0	1	0.0010%	
YGV	-Physical Education	102	0	57	0	0	57	0.0579%	
YHB-YHF	-Economics & Business Education	103	0	25	0	3	28	0.0284%	
YM-YMV	-Music	104	0	126	0	1	127	0.1289%	
YNA-YNK	-Art	105	0	148	0	2	150	0.1522%	
YPE	-Language Arts - English	106	1	496	4	12	513	0.5207%	
YPF-YPL	-Language Arts - Foreign	107	0	4	0	2	6	0.0061%	
YPN-YPS	-English Literature	108	0	58	0	0	58	0.0589%	
YPT	-Foreign Literature	109	0	1	0	0	1	0.0010%	
YPZ	-Children's Literature	110	0	697	0	15	712	0.7226%	
YQA	-Mathematics	111	0	291	0	3	294	0.2984%	
YQB	-General Science	112	0	180	0	1	181	0.1837%	
YQC	-Physics and Physical Sciences	113	0	38	0	4	42	0.0426%	
YQD	-Chemistry	114	0	8	0	2	10	0.0101%	
YQE	-Earth Sciences	115	0	29	0	1	30	0.0304%	
YQH	-Biology	116	0	73	0	0	73	0.0741%	
YR-YRP	-Health Sciences	117	0	91	0	0	91	0.0924%	
YS	-Agriculture	118	0	1	0	0	1	0.0010%	
YT-YTT	-Voc & Tech Educ;Engineering	119	0	20	0	0	20	0.0203%	
YTX	-Home Economics	120	0	119	0	1	120	0.1218%	
YZ	-Bibliography	121	0	23	0	0	23	0.0233%	
Z	Bibliography and Library Science	122	0	0	12	433	445	0.4517%	
*(numeric)	Non-LC Course Reserves	123	0	0	8,786	0	8,786	8.9174%	
	Government Documents	129	438	0	5	13	456	0.4628%	
Prefix +		244	0	0	0	0	0	0.0000%	
Prefix /		245	0	0	0	10	10	0.0101%	
Prefix W		246	0	0	0	0	0	0.0000%	
Prefix X		247	0	1	0	5,235	5,236	5.3143%	
Numeric call number		248	0	454	6	0	460	0.4669%	
Unclassified/undefined		249	0	39	0	0	39	0.0396%	
				1,117	5,855	15,133	76,422	98,527	100.0000%

UNIVERSITY OF NORTH FLORIDA LIBRARY
Circulation Department

CIRCULATION ANALYSIS BY PATRON TYPE
1984-1985

CODE	CATEGORY	DOC	MRC	RSV	CIRC	TOTAL	PERCENTAGE
0	Undefined	9	14	3	33	59	0.0599%
1	U N F S P O N S O R E D	0	0	0	22	22	0.0223%
2	Graduate (alumni)	36	118	113	5,026	5,293	5.3722%
3	Governance	0	0	0	168	168	0.1705%
4	Public Relations	0	0	0	1	1	0.0010%
5	Employee spouse	0	1	0	129	130	0.1319%
10	S U S S T U D E N T	0	0	2	0	2	0.0020%
11	Florida A & M University	0	0	0	2	2	0.0020%
12	Florida Atlantic University	0	0	0	21	21	0.0213%
13	Florida International University	0	0	0	0	0	0.0000%
14	Florida State University	0	2	162	665	829	0.8414%
15	University of Central Florida	0	0	0	6	6	0.0061%
16	University of Florida	0	2	2	1,167	1,171	1.1885%
17	University of South Florida	0	0	0	0	0	0.0000%
18	University of West Florida	0	0	0	23	23	0.0233%
20	S U S F A C U L T Y	0	0	0	0	0	0.0000%
21	Florida A & M University	0	0	0	0	0	0.0000%
22	Florida Atlantic University	0	0	0	0	0	0.0000%
23	Florida International University	0	0	0	0	0	0.0000%
24	Florida State University	0	0	0	0	0	0.0000%
25	University of Central Florida	0	0	0	0	0	0.0000%
26	University of Florida	0	2	1	240	243	0.2466%
27	University of South Florida	0	0	0	0	0	0.0000%
28	University of West Florida	0	0	0	0	0	0.0000%
30	S U S S T A F F	0	0	0	0	0	0.0000%
31	Florida A & M University	0	0	0	0	0	0.0000%
32	Florida Atlantic University	0	0	0	0	0	0.0000%
33	Florida International University	0	0	0	0	0	0.0000%
34	Florida State University	0	0	0	0	0	0.0000%
35	University of Central Florida	0	0	0	0	0	0.0000%
36	University of Florida	0	0	0	6	6	0.0061%
37	University of South Florida	0	0	0	0	0	0.0000%
38	University of West Florida	0	0	0	0	0	0.0000%
39	Florida Department of Education	0	0	0	0	0	0.0000%
40	S U S I N T E R L I B R A R Y L O A N S	0	0	0	1	1	0.0010%
41	Florida A & M University	0	0	0	3	3	0.0030%
42	Florida Atlantic University	0	0	0	48	48	0.0487%
43	Florida International University	2	1	0	59	62	0.0629%
44	Florida State University	11	2	0	198	211	0.2142%
45	University of Central Florida	1	0	0	45	46	0.0467%
46	University of Florida	0	2	0	98	100	0.1015%
47	University of South Florida	2	1	0	66	69	0.0700%
48	University of West Florida	4	0	0	47	51	0.0518%
49	SUS Extension Library	0	0	0	0	0	0.0000%
50	A R E A P R O F E S S I O N A L S	0	0	0	0	0	0.0000%
51	Educational Community/faculty	113	188	22	2,039	2,362	2.3973%
52	Business Community	22	10	5	898	935	0.9490%

CODE	CATEGORY	DOC	MRC	RSV	CIRC	TOTAL	PERCENTAGE
53	Medical/Allied Health Community	8	0	3	235	246	0.2497%
54	Government - City	0	0	0	24	24	0.0244%
55	Government - State: Florida	0	0	0	57	57	0.0579%
56	Government - Federal	10	0	0	26	36	0.0365%
57	Social Services/Charities	2	0	0	21	23	0.0233%
60	O T H E R R E S E A R C H E R S	0	0	0	0	0	0.0000%
61	Specialized/Topical	0	0	0	111	111	0.1127%
62	Casual	0	0	1	211	212	0.2152%
63	Interlibrary referral/courtesy	0	0	0	7	7	0.0071%
80	F L I N R E S O U R C E S	0	0	0	0	0	0.0000%
81	State Library of Florida	4	0	0	20	24	0.0244%
82	Jacksonville Public Library	0	0	0	14	14	0.0142%
83	Orlando Public Library	1	0	0	78	79	0.0802%
84	Tampa Hillsborough Library System	0	0	0	13	13	0.0132%
85	Broward County Library System	0	0	0	0	0	0.0000%
87		1	0	0	9	10	0.0101%
88		3	2	0	30	35	0.0355%
90	I N T E R L I B R A R Y L E N D I N G	0	0	0	0	0	0.0000%
91		0	0	0	0	0	0.0000%
92	Florida through FLIN	7	9	0	386	402	0.4080%
93	Other Florida - Direct	12	4	0	440	456	0.4628%
94	Southeast, SOLINET, except Florida	23	9	0	293	325	0.3299%
95	Other	55	28	0	309	392	0.3979%
96	FLIN Resource Libraries	0	0	0	0	0	0.0000%
100	U N F S T U D E N T S	0	20	79	519	618	0.6272%
101	Freshman	15	32	133	2,556	2,736	2.7769%
102	Sophomore	1	3	7	53	64	0.0650%
103	Junior	60	445	3,769	9,357	13,631	13.8349%
104	Senior	185	819	4,457	14,332	19,793	20.0891%
105	Post Baccalaureate	41	188	902	6,351	7,482	7.5939%
106	Masters	234	167	2,491	9,883	12,775	12.9661%
107		0	0	0	6	6	0.0061%
109	Special	15	225	340	2,079	2,659	2.6988%
151	Joint UNF Programs	0	0	0	28	28	0.0284%
152	Continuing Education/non-degree	79	450	2,304	8,006	10,839	11.0012%
153	Sponsored student/grants	0	0	0	0	0	0.0000%
154	Makeup/not currently enrolled	6	7	39	615	667	0.6770%
199	U N F E M P L O Y E E S	0	0	0	0	0	0.0000%
200	A & P	23	226	40	1,021	1,310	1.3296%
201	Career Service	29	287	130	2,150	2,596	2.6348%
202	Regular Faculty	94	2,310	85	5,124	7,613	7.7269%
203	Graduate Assistant/teaching	0	9	25	217	251	0.2548%
204	Faculty Adjunct	9	193	6	451	659	0.6689%
205	O P S	0	34	4	254	292	0.2964%
208	CWSP Graduate Assistant/teaching	0	0	0	3	3	0.0030%
250	Interim/Visiting	0	37	1	64	102	0.1035%
251	Faculty paid from non-UNF sources	0	0	0	0	0	0.0000%
252	Retired/Emeritus (courtesy)	0	0	0	31	31	0.0315%
253	Subcontractor employee	0	0	0	25	25	0.0254%
254	SUS extension faculty, assigned JAX	0	7	0	0	7	0.0071%
276	Terminated employee	0	0	7	2	9	0.0091%
290	Courtesy: faculty privilege	0	0	0	0	0	0.0000%
		1,117	5,854	15,133	76,422	98,526	100.0000%

REFERENCE DEPARTMENT

For the first time in many years the Reference staff was increased by a full-time position. This was the result of a position transfer from the Cataloging Department rather than a much needed library wide staffing increase. The "new" position is used for Periodicals Section maintenance, supervision of all student assistants assigned to the Reference Department, and to provide reference services. Sandra Bernreuter was hired in the Spring to fill this position as a Library Technical Assistant II.

The addition of this position made it possible for us to re-examine the location of the second and third floor service desks, which had become difficult to keep open simultaneously because of increasing patron demands for reference services. The Public Services staff spent most of the Spring investigating several reorganization proposals, and the Director approved the committee's recommendations for implementation in the Fall of 1985. The committee recommended that the Index/Abstract Collection be moved from the third floor Periodicals Section to the second floor, adjacent to the Reference Collection; that a microformat desk be opened on the third floor and staffed by student assistants; and that all reference services be provided at the Reference desk on the second floor. The committee also recommended that the Government Documents staff relocate their offices and service desk to a more visible area on the third floor, and that a Special Collections unit be opened in the former Documents offices. All of these moves are scheduled to take place during the break between the Summer and Fall semesters.

We hope that the addition of the Index/Abstracts to the Reference Collection and the consolidation of the Reference service desks into one central location will improve the accessibility of the Reference staff during library hours.

Kathleen Cohen
Head, Reference Department

**UNIVERSITY OF NORTH FLORIDA LIBRARY
REFERENCE DEPARTMENT
WORKLOAD STATISTICS 1976-85**

	INFORMATION	INSTRUCTIONAL	DIRECTIONAL
1976-77	7,791	2,263	2,685
1977-78	8,241	2,468	2,709
1978-79	10,420	3,279	4,231
1979-80	13,277	3,223	4,767
1980-81	14,770	3,592	6,326
1981-82	17,565	4,569	5,385
1982-83	17,916	4,203	5,787
1983-84	19,404	7,925	3,552
1984-85	21,062	6,662	4,289

	REFERENCE	MICROFORM	TOURS	COMPUTER SEARCHES
1976-77	1,800	2,376	40	-
1977-78	2,306	2,823	40	185
1978-79	3,266	3,179	42	250
1979-80	2,853	3,212	54	232
1980-81	2,265	3,743	65	256
1981-82	3,299	4,636	63	201
1982-83	3,010	4,813	48	144
1983-84	3,461	4,655	28	185
1984-85	4,657	4,470	47	175

MEDIA RESOURCES CENTER

The Media Resources Center (MERC) saw a year that was characterized by steady growth. The rate of acquisitions, size of budget, cataloging, personnel, and delivery of service were similar to last year. The Florida Engineering Education Delivery System (FEEDS) and the Program of Excellence in Science, Mathematics, Computers, and Technology enjoyed continued funding. As a result of the Program of Excellence, a variety of microcomputers and a cabinet of educational software were installed, and a reporter from Channel 12 featured the Microcomputer Software Library on the local evening news in January.

In the area of acquisitions and budget, the department spent \$22,182.14 on about 90 media resources: audiocassettes, films, filmstrips, kits, and videocassettes. Child Craft and World Book encyclopaedias were updated; a selection of children's literature was added; and the departmental reference collection was expanded. All of the new material received full Library of Congress cataloging. Also, records for the entire collection of sound recordings were added to the online system and retrospective cataloging of other material continued.

Permanent MERC staff remained unchanged. Matt Chitty augmented the staff, employed by the Program of Excellence, and Winona Davis' 20 hour a week OPS position was converted to a halftime Library Technical Assistant II position.

Two major goals had been set for the fiscal year. One was the elevation of MERC to departmental status, which occurred on January 1, 1985. The department now reports directly to the Assistant Director of Libraries. The other goal was increased security; however, security of MERC was actually compromised by the upgrading of the alarm system and continues to be a major concern.

Goals for the coming year are to concentrate on collection development, including extensive weeding, and the refinement of the reporting procedures for acquisition and service statistics.

Acquisition, budget, and service statistics for FY 84/85 are summarized in the accompanying charts.

Diane W. Kazlauskas
Head, Media Resources Center

UNIVERSITY OF NORTH FLORIDA LIBRARY
Collection Inventory 1984-1985
Media Resources Center (1)

	TITLES			STATISTICAL UNITS		
	7/1/84	NET CHANGE	6/30/85	7/1/84	NET CHANGE	6/30/85
AUDIO REELS	1	0	1	12	(1)	11
AUDIO CASSETTES	389	2	391	574	8	582
CHARTS	1	0	1	1	0	1
FILM LOOPS	31	0	31	363	0	363
FILM REELS	427	1	428	539	1	540
FILMSTRIPS	168	0	168	297	0	297
FILMSTRIPS/SOUND	416	17	433	870	17	887
INSTRUCTIONAL CASSETTES	378	(2)	376	526	(2)	524
OVERHEAD TRANSPARENCIES	61	(3)	58	149	(13)	136
PICTURES/ PORTRAITS (2)	4,665	176	4,841	4,677	176	4,853
RECORDS	6,080	(26)	6,054	6,210	(29)	6,181
SLIDES	19,286	19	19,305	19,398	19	19,417
SLIDE SETS	80	3	83	98	3	101
SLIDE SETS/SOUND	288	0	288	517	0	517
VIDEOCASSETTES	489	30	519	550	57	607
VIDEOREELS	7	0	7	7	0	7
TOTAL	32,767	217	32,984	34,788	236	35,024

(1) The data reported in this chart are supplied by the Media Resources Center and do not represent official cataloging statistics. When the cataloging of these resources is complete, revised figures will be substituted.

(2) In previous years reported separately.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Collection Inventory 1984-1985
Curriculum Collection

	TITLES			STATISTICAL UNITS		
	7/1/84	ADDED	6/30/85	7/1/84	ADDED	6/30/85
CARDS	11	0	11	11	0	11
CASSETTES	33	0	33	45	0	45
CHARTS	3	0	3	12	0	12
FILMSTRIPS	125	18	143	146	21	167
GAMES	8	0	8	9	0	9
KITS	135	0	135	544	0	544
POSTERS	11	0	11	42	0	42
RECORDS	92	10	102	119	10	129
SLIDES	2	0	2	4	0	4
TESTS	<u>61</u>	<u>0</u>	<u>61</u>	<u>136</u>	<u>0</u>	<u>136</u>
TOTAL	481	28	509	1,068	31	1,099

GOVERNMENT DOCUMENTS DEPARTMENT

In November 1983 the Government Documents became the first department in the University Library to close a card catalog. Local circumstances permitted us to stop reproducing cards in-house and to begin entering brief records into the LIBS100 data base. In late 1984 we decided to determine the availability of records in the OCLC data base which would be of such quality (GPO or DLC) that we would add our holdings symbol to them. Our LTA, Mrs. Pickett, has a background in cataloging which has helped greatly in this effort. We now let our new monographic acquisitions "age" after an initial search. However, seventy-five percent of the titles are found the first time they are searched. "Aging" is allowed up to four months after which the Documents Librarian produces a MARC format local record for the title in question. Producing local records is the exception due to the quantity of suitable cataloging produced by the Government Printing Office and the Library of Congress.

Because our current cataloging requirements are being met, I was very interested in joining a retrospective conversion project for existing card catalog records when it was proposed to me by John Hein, Head of Technical Services, in late 1984. From November 1984 until March 1985, the Southeast Library Network (SOLINET) added our holdings symbol to over 13,000 records identified from our Documents shelflist. This mammoth undertaking has left us with a vast editing job to correct format problems and add item records, but the benefit of having well over ninety percent of our holdings online outweighs the problems which were created. Full subject access is also available.

Because of our small staff, collection development remains an important factor in managing the Department. We screen the Item Selection List carefully twice a year and we currently receive thirty-nine percent of the 6,100 items available from the Depository Program of the Government Printing Office. In terms of personnel assigned and work done, this means that three FTE employees handled and/or cataloged 15,500 paper and microfiche volumes in fiscal 1985. After subtracting withdrawals of obsolete or superseded volumes, 11,000 units were added to the collection, making Government Documents the second largest collection in the library after the general collection. Public praise and many thanks for department accomplishments are due to Mrs. Pickett, Mr. Jones and Miss Young on a job well-done.

As the collection expanded, patron use has increased. Both reference and information questions increased ten percent last year. The in-house use of materials increased by sixty-six percent, attributable to the fact that the department had moved to the third floor and people are using the collection on their own--a very encouraging sign!

Bruce Latimer
Head of Documents

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

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

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

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

LIBRARY ADVISORY COMMITTEE

In fiscal years 1983-1985 the Library Advisory Committee met each semester. The subjects of discussion were the usual informational items exchanged between the membership (faculty and staff) and the Chairperson, Andrew Farkas, Director of Libraries.

In the fall 1983 meeting the Director asked to be relieved of his chairmanship, a position he had held ex-officio by vice presidential appointment since the inception of the committee in 1972. His main reason for stepping down was to neutralize the perception that because of his position, the actions and recommendations of the committee were perceived as his own rather than those of the membership. Concurrently, it was suggested that the committee should become a standing committee of the Faculty Association. This recommendation was later withdrawn when it was established, that by becoming a standing committee, the LAC would lose its advisory nature, and rather than assisting the library administration with advice it could become a policy making body, an eventuality that was not the members' objective.

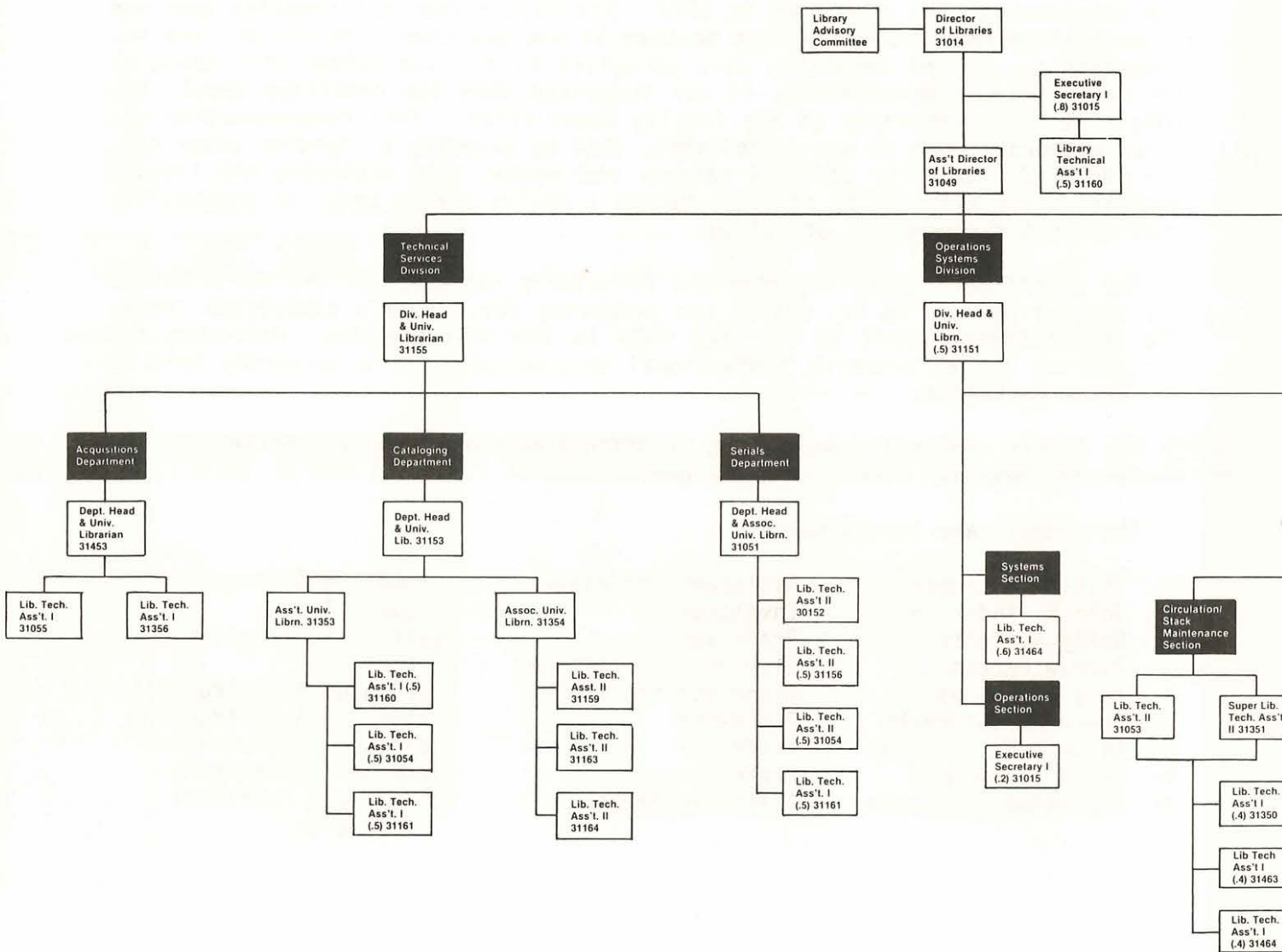
The committee members accepted the Director's resignation. Dr. Chris Rasche was elected Chair. As Dr. Rasche was preparing for a year's sabbatical leave, the Chairmanship passed to Dr. Fred Cole in the next meeting. Following his resignation due to pressing professional obligations, it is currently held by Dr. Bruce Gutknecht.

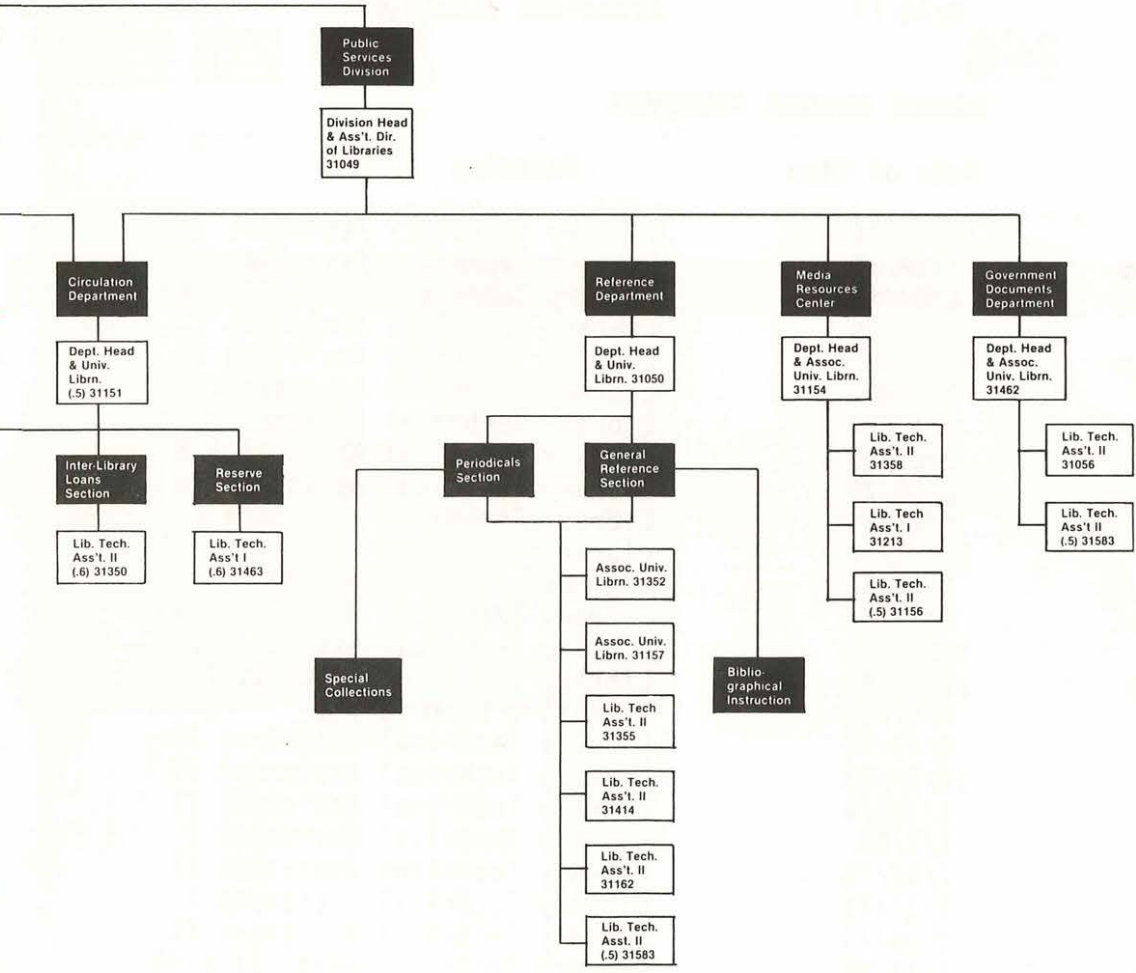
Mr. Farkas remained a non-voting ex officio member of the committee, and the membership remained otherwise unchanged.

The members are listed below.

Ms. Bettie M. Adams	Assistant Professor	Accounting & Finance
Mr. John H. Anderson	Investigator	Campus Police
Dr. Sally A. Coltrin	Professor	Business Administration
Mr. Andrew Farkas	Director of Libraries	Library
Dr. Mary L. Grimes	Associate Professor	Curriculum & Instruction
Dr. Bruce A. Gutknecht	Professor	Curriculum & Instruction
Dr. Kenneth M. Jennings	Professor	Business Administration
Dr. Satya S. Pachori	Professor	Language & Literature
Dr. Christine E. Rasche	Associate Professor	Sociology & Political Science

UNIVERSITY OF NORTH FLORIDA LIBRARY
Table of Organization
1985





**LIBRARY STAFF
as of June 30, 1985**

ADMINISTRATIVE & PROFESSIONAL PERSONNEL

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

CAREER SERVICE PERSONNEL

Employee	Date of Hire	Position
James E. Alderman	11/01/74	Library Technical Assistant II
Shelley L. Anderson	1/18/85	Library Technical Assistant I
David T. Andreasen	6/04/82	Library Technical Asst. II Supv
Doris Barie	8/31/79	Library Technical Assistant I
Sandra T. Bernreuter	5/28/85	Library Technical Assistant II
Rosalynde Cowdrey	1/7/80	Library Technical Assistant II
Sally M. Cruze	8/10/84	Library Technical Assistant I
Winona L. Davis	2/25/85	Library Technical Asst. II (.5)
Grace Ekins	1/19/79	Library Technical Assistant II
Julia M. Fagge	5/11/84	Library Technical Assistant I
David Green	11/01/74	Library Technical Assistant II
David M. Jones (.5)	1/16/84	Library Technical Asst. II
Laura A. Karabinis	8/23/77	Library Technical Assistant II
Barbara Laws	10/31/78	Library Technical Assistant I
Melinda S. McClure	11/28/83	Library Technical Asst. II (.5)
Carolyn Mobley	6/22/81	Executive Secretary I
Glenda Morris	8/23/74	Library Technical Assistant II
Joan A. Pickett	10/24/83	Library Technical Assistant II
Peggy B. Pruett	1/10/74	Library Technical Assistant II
Bruce W. Rouzie	1/2/85	Library Technical Assistant I
Doris M. Shriver	7/07/76	Library Technical Assistant II
Martha A. Solomon	9/13/71	Library Technical Assistant I
Frances L. Taylor	10/08/79	Library Technical Assistant II
Evelyn E. Trujillo	2/11/85	Library Technical Asst. II (.5)
Cynthia L. Valentine	2/13/77	Library Technical Assistant I

NEW EMPLOYEES - WELCOME ABOARD

During the past fiscal year, the Library welcomed its new Assistant Director and Head of Public Services, Dr. Ruth M. Jackson, along with the following new staff members: Shelley L. Anderson, Library Technical Assistant I, Cataloging/Serials; Sandra T. Bernreuter, Library Technical Assistant II, Reference/Periodicals; Sally M. Cruze, Clerk Typist III, Acquisitions; Julia Fagge, Library Technical Assistant I, Circulation; and Bruce W. Rouzie, Library Technical Assistant I, Circulation.

JOB RECLASSIFICATION & PROMOTION

The following staff members received promotions during this past fiscal year: David Andreasen, Library Technical Assistant I, was promoted to Library Technical Assistant II/Supervisor; Carolyn Mobley, Library Technical Assistant I, was promoted to Executive Secretary I. Also, the position of Sally M. Cruze, Clerk Typist III, was reclassified to Library Technical Assistant I.

Congratulations to them as they master the assignments in their new positions!

TERMINATIONS - CAREER SERVICE

Employee	Position	Effective Date
Patty A. Preston	LTA II/Cata.	8/01/84
Margaret A. Robinson	LTA II/Circ.	9/14/84
Gwendolyn T. Rogers	Exec. Secretary/Admin.	11/08/84
Vanessa R. Royster	Clerk Typist III/Acq.	9/15/84

STAFF ACTIVITIES

July 1983 - June 1985

In 1985 the university administration gathered pertinent data for a university-wide document showing faculty activities for the faculty evaluation periods of the last two fiscal years, i.e., May 1983 to April 1985. The professional library staff was also included in this survey and the librarians prepared their list of professional activities for the period, along with services rendered to the community.

The resulting document revealed that the UNF library staff is a highly active group, committed to self-improvement and professional service on and off-campus. Although previous Annual Reports of the Library routinely listed staff accomplishments, these earlier listings were intentionally selective, showing only the highlights of each individual's activities. It is with great satisfaction and pride that we incorporate here in alphabetical order the librarians' section of the staff activities report prepared by the university. The period of coverage has been adjusted to coincide with the present biennial Annual Report.

EILEEN D. BRADY

I. SERVICE

UNIVERSITY

TEACHING

Library orientation component in ENC 1101 English Composition I, Fall 1984

COMMITTEE SERVICE

UNIVERSITY

Library Assistant Director Search Committee, 1983/84

Library Acquisitions Committee, 1983/84

Library Book Sale, 1984

Toys for Tots Committee, 1984

Freshman Mentor Program, 1984-85

Annual Hunger Awareness Volunteer, 1985

Library Committee for Reorganization of Public Services, 1984/85

Library Promotion Committee, 1984/85

COMMUNITY

Memorial Medical Center Auxiliary

American Cancer Society Volunteer

II. RESEARCH/PUBLICATIONS

BOOKS

Librarians' Calendar & Pocket Reference. Farkas, Andrew, and Eileen D. Brady. New York: Ballen Booksellers International, 1984 and 1985 editions. (An annual publication, beginning with the 1984 edition.)

ARTICLES

Bibliography - Guide to Career and Occupational Resources, UNF Library, 1985.

Bibliography - Guide to Historical Resources, UNF Library, 1984.

Subject Guide to Index/Abstract Collection, 1984.

EDITORIAL WORK

Editor, Library Briefs, for the College of Business Administration.

III. RELATED SCHOLARLY ACTIVITIES

WORKSHOPS/CONFERENCES ATTENDED

American Library Association, Midwinter Conference, Washington, D.C., January 1984.

Library of Congress visitation, 1984.

Georgetown University Library visitation, 1984.

COURSEWORK

University of North Florida

EUH 3206 Twentieth Century Europe
HIS 3060 Research Methods (History)

Semester

Summer 84

Fall 84

PROFESSIONAL MEMBERSHIPS

American Library Association

Phi Beta Kappa

Beta Phi Mu Honor Society

KATHLEEN F. COHEN

I. SERVICE

UNIVERSITY

Conducted Library Instruction Workshop through Division of Continuing Education, June 1983.

TEACHING

Library orientation component in ENC 1101 English Composition I, Fall 1984.

Developed and coordinated library instruction sessions for incoming freshmen through English Comp I, 1984.

Public instructions for on-line terminals, 1983.

COMMITTEE SERVICE

Library Acquisitions Policy Committee, 1983-84.

Library Assistant Director Search Committee, 1983-84.

Library Committee for Reorganization of Public Services, 1984-85.

Librarians' Merit Pay Criteria Committee, 1984.

PROFESSIONAL ASSOCIATIONS

Phi Kappa Phi--Recording Secretary, UNF Chapter
Southeastern Library Association--Chair, Nominating Committee, Reference Services Section, 1984

II. RESEARCH/PUBLICATIONS

EDITORIAL WORK

UNF Faculty Publications Bibliography, January, 1985.
Company Name Index, Florida Trend Magazine. Compiled and printed by computer, April 1985.

III. RELATED SCHOLARLY ACTIVITIES

WORKSHOPS/CONFERENCES ATTENDED

Microcomputer Seminar, University of North Florida, 1983.
Southeastern Library Association, Reference Management Workshop, Atlanta 1984.
Reference Management Workshop, Southeastern Library Association, Atlanta, May, 1984.
Bibliographic Instruction Workshop, Earlham College, St. Petersburg, FL, November, 1984.

COURSEWORK

Univ. of North Florida & University of Florida	Semester
HIS 5934 Post World War II America (UNF)	Fall 1983
AMH 6557 Constitutional & Legal History (UF)	Spr. 1984
HIS 6905 Ethnic and Immigration History (UF)	Sum. 1984
HIS 6905 Independent Study (UNF)	Fall 1984

NOTE: Awarded Professional Development Leave for thesis research, Spring, 1985

PROFESSIONAL MEMBERSHIPS

Duval County Library Association
Southeastern Library Association
Phi Kappa Phi

M A R Y L. D A V I S

I. SERVICE

UNIVERSITY

TEACHING

Library orientation component in ENC 1101 English Composition I, Fall 1984.

COMMITTEE SERVICE, etc.

Faculty Association. Academic Support Services Committee.
Black Faculty Council.
Black History Month Committee.
Search Committee for Assistant Director, Head of Public Services.
Search Committee. Assistant to the Vice President for Student Affairs.
United Faculty of Florida. Union Council member. Senator.

COMMUNITY

CEDC Community Economic Development Council. Board of Directors.

Delta Sigma Theta Sorority, Inc.
FAMU Alumni Association

II. RESEARCH/PUBLICATIONS

BOOKS

Black History: The Facts. Contributor to handbook published by the Black History Committee.

EDITORIAL WORK

Editor, Library Briefs.

III. RELATED SCHOLARLY ACTIVITIES

Research for minority students summer program.
Predicast Terminal System Workshop. Computer search update.
Association of Florida Archivists workshop.

COURSEWORK

University of North Florida	Semester
EDG 3331 General Methods Curriculum I	Summer 83
EDF 3005 Performance Based Education	Summer 83

PROFESSIONAL MEMBERSHIPS

Florida Library Association
Southeastern Library Association
American Association of University Women
Association of Florida Archivists

A N D R E W F A R K A S

I. SERVICE

UNIVERSITY

TEACHING

LIS 4905 Educational Media Design and Production (Directed Independent Study).
Summer 1984.
Library orientation component in ENC 1101 English Composition I, Fall 1984.
LIS 3422 Library Administration, Spring 1985.

COMMITTEE SERVICE

Interinstitutional Committee on Libraries, 1970 to date.
Library Advisory Committee, 1972 to date. Chair: 1972-1983. Member: 1983 to date.
Blue Ribbon Task Force on Fine Arts, 1984.
Graduate Studies Task Force, 1985.
Florida Center for Library Automation, Advisory Board.
Florida Center for Library Automation (FCLA), Advisory Board.
Council on Interinstitutional Planning, Jacksonville. Library Task Force, 1984-85.
United Way - Library chairman, 1984.
Library Book Sale, co-chairman. November 1984.

ADVISING

Serve as advisor in the area of Library Science to prospective and enrolled students.

Freshman mentor program, 1984-85.

COMMUNITY

Sawgrass Women's Association Book Club. Book Talk. February 1, 1985.

II. RESEARCH/PUBLICATIONS

BOOKS

Titta Ruffo: An Anthology. Westport: Greenwood Press, 1984. xiii, 289 pp.
Opera & Concert Singers: An Annotated International Bibliography of Books and Pamphlets. New York: Garland Publishing, 1985. xxiv, 363 pp.
Librarians' Calendar & Pocket Reference. Farkas, Andrew, and Eileen D. Brady. New York: Ballen Booksellers International, 1984 and 1985 editions. (An annual publication, beginning with the 1984 edition.)

ARTICLES, REPORTS

University of North Florida Library. Annual Report. 1984.
"Building an Opening Day Collection" (with John M. Hein) accepted for publication in Advances in Collection Development and Resources Management. Greenwich, CT: JAI Press, in preparation, vol. 1.
"Amelita Galli-Curci in Budapest." In: The Opera Quarterly (University of North Carolina Press), Winter 1984, pp. 55-67.
"Caruso and Budapest." In: The Record Collector, April 1984, pp. 245-66.
"Titta Ruffo" In: Opera (London), August 1983, pp. 832-39.

EDITORIAL WORK

Editor. Opera Biographies, a subseries to the Study of Music and Dance. Westport: Greenwood Press. An on-going series.

III. RELATED SCHOLARLY ACTIVITIES

WORKSHOPS/CONFERENCES ATTENDED

American Library Association, Annual Conference, Los Angeles, July 1983.
American Library Association, Midwinter Conference, Washington, D.C., January 1984.
Florida Chapter, Special Libraries Association. Seminar on Analyzing Cost Effectiveness. Daytona Beach, Florida, September 21, 1984.
SOLINET Annual Membership Meeting, Atlanta, May 1985.
RLG/CLASS Training Workshop, UNF, June 1985.

PROFESSIONAL MEMBERSHIPS

American Library Association
Duval County Library Association

J O H N M. H E I N

I. SERVICE

UNIVERSITY

Member of search committee for Assistant Director of Libraries, March-September, 1984.

PROFESSIONAL ASSOCIATIONS

Florida Library Association, Address to Technical Services Caucus: "The Effects of Automated of Technical Services," April 28, 1983.

Presentation to Music OCLC Users Group (MOUG): "CLSI as a MARC Based System." Louisville, KY, March 10, 1985.

COMMUNITY

Delius Association of Florida: Wrote a successful Community Arts Grant proposal for this organization which resulted in major underwriting of the 1984 Delius Festival.

Delius Association of Florida, automation of the organization's membership and mailing files.

Friday Musicale (Jacksonville), Committee for the Study of the Organization's Future and its Role in the Community.

II. RESEARCH/PUBLICATIONS

ARTICLES

"Building an Opening Day Collection" (with Andrew Farkas) accepted for publication in Advances in Collection Development and Resources Management. Greenwich, CT: JAI Press, in preparation, vol. 1.

III. RELATED SCHOLARLY ACTIVITIES

PROFESSIONAL MEMBERSHIPS

American Library Association

Library and Information Technology Association

Southeastern Library Association

R U T H M. J A C K S O N

I. SERVICE

UNIVERSITY

Black Faculty Council, member. 1984 to date.

Committee to Reorganize the Public Services Division of the University

Library, member. 1984-85.

Minority Affairs Advisory Board, member. 1985.

Budget and Legislative Committee, member. 1985.

COMMUNITY

Van Jackson archival resources - North Carolina Central University, Graduate Library School, Consultant.

III. RELATED SCHOLARLY ACTIVITIES

PROFESSIONAL DEVELOPMENT ACTIVITIES

Post Baccalaureate Certificate Program, Business Information Systems. Virginia Commonwealth University, Richmond, VA, 1983-84.

PROFESSIONAL MEMBERSHIPS

White House Conference on Library and Information Services Task Force, member, 1983-84.

American Library Association

Association of College and Research Libraries

Virginia Library Association

Florida Library Association, ACRL chapter

ROBERT P. JONES

I. SERVICE

COMMUNITY

Hosted/presented: Interlibrary Loan Workshop (as an extension of the Council for Interinstitutional Planning). (Duval County interlibrary cooperation). January 25, 1984.

III. RELATED SCHOLARLY ACTIVITIES

Consulted with C.L. Systems on two online circulation System Product specifications. 1983-1985.

Served as a member, representing the State of Florida, on the OCLC/SOLINET Interlibrary Loan Task Force. 1983-1984.

SUS/FLIN Interlibrary Loan Workshop, Miami, August 1983.

SUS Council of Academic Vice Presidents, Library Task Force, Tallahassee, April 23, May 15, May 19, and June 19, 1985.

CLSI Eastern Regional Users Group meeting, Philadelphia, May 1984.

Served as a member of the State Library of Florida's Advisory Task Force to Update and Revise the Florida Library Information Network's (FLIN) Manual. 1985.

WORKSHOPS/CONFERENCES ATTENDED

COMDEX Computer Show, Atlanta, May 1984.

Florida Chapter, Special Libraries Association, Seminar on Analyzing Cost Effectiveness, Daytona Beach, Florida, September 21, 1984.

SOLINET Interlibrary Loan Update training session, Atlanta, January 1984.

CIP Interlibrary Loan Workshop (Host), UNF, January 1984.

WORDSTAR workshop, UNF, April 1984.

Florida Library Association Conference, Orlando, May 1984.

Computer Show, Jacksonville, June 1984.

SOLINET Training Workshop: M300 work station, Atlanta, July 1984.

SUS/FLIN ILL Workshop, Boca Raton, August 1984.

CIP/ILL Workshop, Florida Junior College, October 1984.

CLSI Release 26.81 Workshop, Tallahassee, February 1985.

SOLINET Annual Membership Meeting, Atlanta, May 1985.

COMDEX Computer Show, Atlanta, May 1985.

Florida Library Association Conference, Orlando, May 1985.
RLG/CLASS Training Workshop, UNF, June 1985.

PROFESSIONAL MEMBERSHIPS

American Library Association
Florida Library Association

DIANE KAZLAUSKAS

I. SERVICE

UNIVERSITY

TEACHING

Library orientation component in ENC 1101 English Composition I, Fall 1984
(for two instructors).

COMMITTEE SERVICE, etc.

UNIVERSITY

Library Access Policy (Chair), 1984.
Library Merit Pay Committee, 1984.
Library Promotion Guidelines, 1983-84.
Library Search Committee for Assistant Director (Chair), 1983-84.
Library Book Sale, 1984.
Freshmen Mentor Program, 1984-85.
UNF Faculty Association, Nominations and Elections Committee. Member: 1984-85,
Chair: 1985-86.
Faculty Association, Rules and Appeals Committee 1985-86.

COMMUNITY

Certified Trainer - Kurzweil reading machine for the blind. (Have trained nine
individuals, five of whom were not students at UNF.) 9/83-3/85.
Participated in Handicapped Awareness Fair at Regency Square 3/1-9/85.

II. RESEARCH/PUBLICATIONS

EDITORIAL WORK

Editor, Library Briefs, for College of Education and Human Services.
Editor, Library Briefs, for Division of Nursing.
History of Copyright of Selected Non-Print Material. Jacksonville, Florida:
University of North Florida, 1985. (ERIC Document Reproduction Service
No. ED 255 189)
"Information Retrieval Systems and Other Resources for the Technical Educator."
Jacksonville, Florida: College of Education and Human Services, University of
North Florida, 1985.

III. RELATED SCHOLARLY ACTIVITIES

WORKSHOPS/CONFERENCES ATTENDED

Kurzweil Reading Machine Training, Cambridge, MA, September 1983.
Special Libraries Association workshop, Tallahassee, February 1984.
Kurzweil Reading Machine workshop, Orlando, 1984.
Presented Workshop on Copyright Law and The Educator at Faculty Convocation
of Florida Junior College on January 3, 1985, and to the faculty of Jackson-
ville University on April 3, 1985.

Organized Workshop on Lockheed/Dialog Searching of Electronic Yellow Pages, Spring 1985.

Involved in organizing a Special Libraries Association Chapter in Jacksonville.

COURSEWORK

<u>University of North Florida</u>		<u>Semester</u>
HES 4731	Health Screening & Life Saving Techniques	Spring 84
BUL 3112	Business Law	Summer 84
LIS 3301	Media Production in Libraries	Fall 84
EVT 6170	Technical Education	Spring 85
HES 6727	Measurement & Evaluation in Health	Spring 85
HES 6908	Resource Development	Summer 85

(NOTE: Enrolled in Master of Science in Allied Health program)

PROFESSIONAL MEMBERSHIPS

Duval County Library Association

Phi Kappa Phi

Southern Chapter Of Medical Library Association

Special Libraries Association, Library Management Division, Florida Chapter

BRUCE T. LATIMER

I. SERVICE

UNIVERSITY

TEACHING

Library orientation lectures in the Division of Allied Health, 1980 to date.

Library orientation component in ENC 1101 English Composition I, Fall 1984.

COMMITTEE SERVICE

University Planning Committee, 1982-1984.

Budget and Legislative Information Committee, 1982-1984.

United Way, Chairman for Library, 1983.

Academic Support Services Committee, Chairman, 1983-1985.

Librarians' Merit Pay Criteria Committee, 1984.

Search Committee for Assistant Director of Libraries, 1984.

Library Book Sale, Co-chairman, 1984.

PROFESSIONAL ASSOCIATIONS

Florida Library Association, Documents Caucus, Chairman, 1984-1985.

COMMUNITY

Kairos Prison Ministry, Inc., 1979-1984.

Teen Challenge of North Florida, 1980 to date.

Food Bank of Jacksonville, 1982 to date.

Jacksonville Chamber of Commerce, Area Research Task Force, 1982 to date.

Northeast Florida Council on Alcoholism and Drug Abuse, 1982-1984.

Northeast Florida Teenage Institute (NEFTI), 1984.

Time for Christ, Inc., Treasurer, 1984 to date.

III. RELATED SCHOLARLY ACTIVITIES

PROFESSIONAL MEMBERSHIPS

Florida Library Association

Southeastern Library Association
Special Library Association

S H E I L A A N N M A N G U M

I. SERVICE

UNIVERSITY

University of North Florida Press Editorial Board.
Library Budget Committee.
Student Government Association, University Programming Board (Faculty Association Representative).
Student Government Association, Lecture Committee.

III. RELATED SCHOLARLY ACTIVITIES

WORKSHOPS/CONFERENCES ATTENDED

Public Relations Workshop, sponsored by Volunteer Jacksonville/Florida Public Relations Association, Downtown Campus, FJC, August 1983.
American Library Association, Midwinter Conference, Washington, D.C., January 1984.
United States Book Exchange, field trip, 1984.
American University, Acquisitions Department visitation, January 1984.
Issues In Book and Serials Acquisitions Conference, Charleston, SC, May 1984.
Special Libraries Association Conference, New York, June 1984.
Florida Chapter, Special Libraries Association, Seminar on Analyzing Cost Effectiveness, Daytona Beach, Florida, September 1984.
Volunteer Jacksonville Seminar of Teambuilding, Memorial Hospital, October 1984.
American Library Association, Midwinter Conference, Washington, D.C., January 1985.
ACRL Program on Advances in the Development of Automated Library Systems in Florida, Tampa, February 1985.
Florida Antiquarian Book Fair, University of Tampa, March 1985.

PROFESSIONAL MEMBERSHIPS

American Library Association
Special Libraries Association
Southeastern Library Association
Duval County Library Association

L I N D A L . S M I T H

I. SERVICE

UNIVERSITY

Chair, Search Committee for Assistant Director of Libraries/Head of Public Services, 1984.
Library Budget Committee, 1983-85.
Review of Library Promotion Guidelines, 1983-84.

COMMUNITY

Cummer Gallery of Art, Council Member; Library Committee. Act as informal consultant and catalog more complex new material being added to the collection. Jacksonville Art Museum. Member.
Jacksonville Wolfson Children's Hospital. Auxiliary. Life Member.
Jacksonville Symphony Association Guild. Member.

III. RELATED SCHOLARLY ACTIVITIES

WORKSHOPS/CONFERENCES ATTENDED

Library of Congress Subject Headings Institute, Washington, D.C., May 1983.
American Library Association, TV Teleconference, Orlando, June 1983.
RTSD/LC/CRG Regional Institute on Authorities, Ft. Lauderdale, Fla., November 1983.
RTSD/LC/CRG Regional Institute on Authorities, Ft. Lauderdale, November 1983.
SOLINET Annual Membership Meeting, Atlanta, May 1984.
American Library Association, Annual Conference, Dallas, June 1984.
Consultant to the U.S. Army Corps of Engineers. Jacksonville District. Library. Continuation of three year contract to catalog the collection. (1981-1984)
SOLINET Training Workshop: M300 work station, Machine Readable Data Files Format, Atlanta, November 1984.

PROFESSIONAL MEMBERSHIPS

American Library Association
Beta Phi Mu (International library honor society)
Phi Beta Kappa
Southeastern Library Association

V I C T O R I A T. S T A N T O N

I. SERVICE

UNIVERSITY

TEACHING

Library orientation component in ENC 1101 English Composition I, Fall 1984 and Spring 1985.

COMMITTEE SERVICE

United Faculty of Florida, UNF Chapter, Secretary, 1983-84.
Library Budget Committee, 1983-85.
Library A&P Evaluation Committee, 1983-84.
Library Promotion Committee, 1984.
Librarians' Merit Pay Criteria Committee, 1984.
Library Serials Selection Committee, 1983-85.

PROFESSIONAL ASSOCIATIONS

Florida Library Association. Continuing Education Committee.

COMMUNITY

Girl Scouts, Co-Leader, Troop #7 and Troop #587
Substitute Teacher, Wolfson High School (Computer Classes), Fall 1983.

II. RESEARCH/PUBLICATIONS

EDITORIAL WORK

Jacksonville Union List of Serials, 1983 and 1984 editions.

III. RELATED SCHOLARLY ACTIVITIES

SUS Grant-In-Aid Professional Development Leave (used to pursue degree in Computer Information Systems), Fall 1983.

Enhanced database of UNF Periodical titles.

Developed programs to provide Serials information by requesting department and/or utilizing department; also sortable by price. Provides price analysis information.

Compiled use statistics on UNF periodicals.

Evaluated UNF periodicals collection for weeding.

COURSEWORK

<u>University of North Florida</u>	<u>Semester</u>
ACC 4661 System Development I (COBOL)	Spr. 83
COP 3006 Interactive Processing (BASIC)	Spr. 83
ACC 5011 Basic Accounting	Spr. 83
ETE 3012 Circuit Analysis	Spr. 83
ETI 4905 Independent Study (Mark IV)	Sum. 83
ACC 4762 Software Development II (COBOL)	Fall 83
ETE 4650 Computer Hardware	Fall 83
MAC 1132 Algebra Trigonometry	Fall 83
ACC 4738 Info Systems Management	Fall 83
ETE 3648 Computer Maintenance	Spr. 84
ETE 4677 Computer & Info Systems	Win. 84
COC 3040 Intro to Computer Science	Spr. 85

PROFESSIONAL MEMBERSHIPS

Florida Library Association

Special Libraries Association

Duval County Library Association

V E R N A U R B A N S K I

I. SERVICE

UNIVERSITY

University of North Florida Publishing Advisory Committee, 1984 to date.

Faculty Association, Budget and Legislative Committee, 1983 to date.

Salary Equity Hearing Panel, 1983-85.

PROFESSIONAL ASSOCIATIONS

Online Audiovisual Catalogers, Executive Board, member.

Online Audiovisual Catalogers, Cataloging Policy Committee, Chairperson.

Liaison, from Online Audiovisual Catalogers to MARBI (RSTD/LITA/RASD Joint Committee on Representation in Machine-Readable Form of Bibliographic Information).

American Library Association. Resources and Technical Services Division, Audiovisual Committee, member.

COMMUNITY

Secretary, The Basket Weavers Guild.

Member, National Organization for Women.

Member, Florida Abortion Rights Action League.

II. RESEARCH/PUBLICATIONS

ARTICLES

"OCLC Issues New Guidelines in Cataloging Locally Made Videorecordings," NEWSLETTER (Online Audiovisual Catalogers, inc.) v. 3, no. 2, p. 4-6.

"The Last Word on Counting Frames in Filmstrips," *ibid.*, p. 7-8.

"033 and 045," *ibid.*, p. 14.

"Nonprint Cataloging for Multimedia Collections: A Guide Based on AACR2 by Joann V. Rogers -- A Review," *ibid.*, p. 19.

" 'The Movies': RSTD AV, ACRL AV, OLAC Sponsor ALA Program," *ibid.*, v. 3, no. 3, p. 6-8.

"LC Answers Questions on 508 Credits RI," *ibid.*, p. 9-10.

"Area of Responsibility: Some notes," *ibid.*, p. 10-12.

"AACR2, Distributor's Date, and LC" *ibid.*, p. 13-14.

"Clinic on AV Editions Held During ALA," *ibid.*, p. 19-20.

"Publication Defined," *ibid.*, p.20.

"OCLC Changes Policy on LC's Generic Cataloging for Video recordings," *ibid.*, p. 21.

"New Liaisons Give the Lowdown," *ibid.*, v. 3, no. 4, p. 8-14.

"Film/TV Resources in Los Angeles," *ibid.*, p. 15-18.

"Microcomputer Software Cataloging Examples Coming Soon," *ibid.*, p. 19-20.

"What Can Be Cataloged Using the Current A/V Format--A Reminder," *ibid.*, p. 21-22.

"MARBI Approves Changes," *ibid.*, v. 4, no. 1, p. 3.

"Microcomputer Cataloging Guidelines Completed," *ibid.*, p. 8-15.

"LC Fine Tunes RI 7.7B6," *ibid.*, v. 4, no. 2, p. 20.

"OLAC's Program Meeting a Success," *ibid.*, v. 4, no. 3, p. 9-10.

"Some Comments on In Analytics," *ibid.*, p. 14-16.

"Subject Headings For Microcomputer Software: What do you suggest?" *ibid.*, p. 16-17.

"Area 1-8: a Refresher," *ibid.*, p. 22.

"Using the LC Schedules for Fiction Films and Videos," *ibid.*, v. 4, no. 4, p. 13-14.

"Access to Media by Sheila S. Intner--A Review," *ibid.*, p. 22.

EDITORIAL WORK

Editor and publisher, Online Audiovisual Catalogers, NEWSLETTER, 1981-to date.

III. RELATED SCHOLARLY ACTIVITIES

WORKSHOPS/CONFERENCES ATTENDED

American Library Association, Annual Conference, Los Angeles, July 1983.

Conducted a SOLINET workshop on Tagging and Cataloging of Audiovisual Materials, Atlanta, November 1983.

American Library Association, Midwinter Conference, Washington, D.C., January 1984.

American Library Association, Annual Conference, Dallas, June 1984.

American Library Association, Midwinter Conference, Washington, D.C., January 1985.

Frequent phone consultations on questions regarding cataloging of nonprint material.

PROFESSIONAL MEMBERSHIPS

American Library Association

American Library Association. Resources and Technical Services Division

Online Audiovisual Catalogers, Inc.

Special Libraries Association

Health Sciences OCLC Users Group

Beta Phi Mu Honor Society

D I S P L A Y S - 1984-85

<u>DATE</u>	<u>TOPIC</u>	<u>LOCATION</u>
July 1984	Patriotic art work done by children attending the UNF Child Care Center.	Atrium
"	"Have an old-fashioned July 4th." Display including fireworks.	Reference
"	Jacksonville Shell Club "Shell Show" July 27-29.	Reference
August	Olympics - "The latest gold rush."	Reference
"	"New Library Leaves." Display of new book jackets.	Atrium
"	"Welcome Class of '88!"	Reference
September	3rd Annual UNF Golf Classic, September 21st.	Reference
October	Eleanor Roosevelt Centennial: October 11th.	Reference
"	United Nations Day, October 24th.	Reference
"	UNF Press reception for Robert C. Broward, to celebrate the publication of his book <u>The Architecture of Henry John Klutho, Prairie School in Jacksonville.</u>	Atrium
November	Gettysburg Address, November 19th. Soldiers' National Cemetery.	Reference
"	Anniversary of John F. Kennedy's assassination, November 22, 1963.	Reference
"	A harvest of hand-made baskets from "The Red Wheelbarrow."	Atrium
December	December 7th, 1941: "A date that shall live in infamy."	Reference
"	Birthday of Clara Barton, whose life was a tribute to the spirit of Christmas. Birthday: December 25, 1821.	Reference
"	Spoon collection from around the world: travel books.	Atrium
January	"Trivial pursuit: father of soft sculpture?" Claes Oldenburg. Birthday: January 28, 1929.	Reference
February	Black History Month.	Atrium

<u>DATE</u>	<u>TOPIC</u>	<u>LOCATION</u>
February	Black History Month. Theme: The Afro-American Family.	Reference
March	Women's History Week.	Reference
"	The 25th Annual Delius Festival.	Atrium
April	UNF Division of Nursing seeks accreditation.	Reference
May	Pianist Leonard Pennario visits UNF campus.	Reference
"	John F. Kennedy's birthday: May 29, 1917.	Reference
"	Distinguished Faculty Award winner: Dr. Thomas M. Leonard.	Atrium
June	Trophy display for Physical Education Department.	Atrium

The displays were scheduled, organized and prepared by Mrs. Doris Shriver. She has maintained her very high standard, and the displays earned many favorable comments from patrons.

