

1980

Annual Report 1979-1980

Thomas G. Carpenter Library

Follow this and additional works at: https://digitalcommons.unf.edu/library_reports

Suggested Citation

Thomas G. Carpenter Library, "Annual Report 1979-1980" (1980). *Library Annual Reports*. 18.
https://digitalcommons.unf.edu/library_reports/18

This Text is brought to you for free and open access
by the Thomas G. Carpenter Library at UNF Digital
Commons. It has been accepted for inclusion in
Library Annual Reports by an authorized administrator
of UNF Digital Commons. For more information,
please contact [Digital Projects](#).
© 1980 All Rights Reserved

University of North Florida

LIBRARY

Annual Report

1979-80

1979 - 80

TABLE OF CONTENTS

Introduction	1
Technical Services Division	19
Acquisitions Department-Monographic (and Audio-Visual) Section	21
Acquisitions Department — Serials Section	23
Cataloging Department	25
Public Services Division	27
Circulation Department	28
The CLSI Experience	28
Circulation Services	28
Stacks Maintenance	29
Interlibrary Loans	29
Course Reserves and Copyright Clearing	30
Systems Support	30
Move Operations	30
Reference Department	38
Documents Department	40
Grants	40
Library Science Courses Taught 1979-80	41
Library Advisory Committee Members	46
Staff Activities — 1979-80 — Highlights	47

CHARTS AND TABLES

Book Budgets - Ten Year Overview	5
Library Budget as % of Total E&G Budget	9
Library Budgets, 1974-80	10
Materials Expenditures, 1974-80	11
Budget Disbursements, 1979-80	11
Library Inventory, 1974-80	13
Collection Inventory, 1979-80-Resource Units	14
Collection Inventory, 1979-80-Titles	15
Serials Section	16
Collection Inventory, 1979-80-Curriculum Collection	17
Collection Inventory, 1979-80-Media Resources Center	18
Circulation Department-Summary Statistics	30
Circulation Department-Library Collections	32
Circulation Statistics	33
In-Library Circulation	34
Interlibrary Loan Section	35
Interlibrary Loans Supplied by UNF, 1974-1980	36
Reserve Statistics	37
Reference Statistics	39
Library Science Courses, 1979-80	41
Table of Organization	42-43
Library Staff	44
New Employees	45
Art Displays, 1979-80	50

INTRODUCTION

June 30, 1980 marked the conclusion of the tenth complete fiscal year in the history of the University of North Florida Library. Although the institution opened its doors to its charter class of students on October 2, 1972, the library staff had been hard at work for two years prior to that to fulfill its mandate: to open with a collection of 100,000 fully processed volumes on the shelves, ready for circulation. Expert opinion maintained it was an impossible task to accomplish within the allotted time frame of only two years; in fact, authoritative library literature claims that it takes four years of preparatory work to assemble and process a collection of 50,000 volumes. The library met its deadline as projected, and has not failed to meet a commitment ever since.

As our records indicate, the collection has grown substantially during the intervening years, from the 100,000 volume opening day collection to our present strength of 418,000 statistical units. The end of a decade is a convenient point to contemplate briefly the progress made, the goals attained, and the many "what ifs" that are just as intriguing in an institutional history as in one's personal life.

The opening day collection was received, processed, boxed and stored by a small staff in a 2,000 sq. ft. area of a rented facility that housed the entire university staff. About half of the books were acquired with commercial cataloging, and manpower limitations necessitated the use of shortcuts. One of these was the color highlighting of filing elements in the tracings of catalog cards as opposed to the traditional practice of typing the elements as headings at the top of each card. The highlighting was kept too long in effect and was later much bemoaned by our cataloging staff. The books were processed, boxed and stored in order of receipt. Our cramped quarters prohibited the filling of cartons in class number groupings, and this made the eventual move to campus and the shelving of books particularly difficult.

If the library had had enough space to organize this operation better and enough clerical help to dispense with the shortcut of color highlighting, it would have spared us the adjustments that had to be made later on.

OCLC/SOLINET became a reality for the State of Florida in 1975. By coincidence, the UNF library was the first SOLINET installation in the State University System, and the equipment was fully integrated in our cataloging functions in less than a month. A state-funded project followed shortly which partially subsidized our efforts to enter into the data base, retrospectively, all of our book holdings, a project that was substantially completed by 1978.

OCLC itself became operational in 1972. But what if we had had access to OCLC/SOLINET from the very beginning, from the inception of our collection development program in 1970? The implications for a brand new library, the possibility of starting a data base with the very first purchase is an intriguing thought, an exciting opportunity we weren't fortunate enough to experience.

It had been decided in the planning stages that the library would utilize a state-of-the-art circulation system in order to make charging routines the least inconvenient for patrons and the least labor intensive for staff. After some early trials and errors we settled on a Mohawk system. It was installed in a configuration that has served its purpose adequately until recently. However,

technological advances, the development of so-called turnkey systems, and the affordability of mini-computers have brought about data storage and retrieval capabilities which have radically changed circulation operations. More significantly, the computer's increasing ability to economically store and manipulate sophisticated bibliographic records has far-reaching implications for libraries. A most important ramification is that old fashioned--and expensively maintained-- card catalogs will be obviated by the ability to directly query computer stored cataloging data the instant they are created.

What if all these capabilities had been available to us ten year ago? A lot of our energy could have been directed towards the building and manipulating of a clean, well-built data base, obviating the investment in costly card catalog cabinets. The frightening thought that almost compulsively springs to mind is that the next decade may hold even more accelerated, more bewildering developments, whose absence in our present day will fill us with even greater regrets ten years hence. Apart from technological advances, the progress of library science could create such problems as the implementation of AACR-2, clearly a product of the 'seventies, whose appearance and implications could not have been anticipated ten years ago.

The library opened with eight professional librarians. Of this initial team four persons (in addition to the Director) are still on the staff, and unreserved gratitude is due to all of them for their excellent work over the years. The first of these chronologically is John M. Hein, who started as Serials Librarian on June 7, 1971. He began the Serials Section, established all its routines and implemented all of its changes since. After the long illness and eventual demise of the Acquisitions Librarian in 1973, John took charge of the Acquisitions Department which was in an administrative disarray because of the unfortunate circumstances. Through arduous and, occasionally, nerve-wrecking work, he reshaped and reorganized the Department, and it was in excellent working order when Miss Mangum became the Acquisitions Librarian in 1975. John was promoted to Head of Technical Services, the position he still holds.

Chronologically next was Mrs. Dorothy P. Williams, who was first employed as Documents Librarian on July 1, 1971. Her assignment was to organize and administer the Documents Department, a task she had ably accomplished. Concurrently with the opening of the library she assumed the title and functions of Head, Reference Department while remaining in charge of Documents. As the staff grew and reassignments of duties became possible, Dorothy successively relinquished the duties of her dual appointments and became--and has remained-- Assistant Director for Public Services. Her work in all her capacities has been of great value to the library.

Robert P. Jones joined us upon graduation from library school, on January 14, 1972. His mandate was to explore all available circulation equipment and to identify and acquire the best, and to establish all rules and procedures governing the circulation functions, accounts receivable, inventory, etc. Bob's wide ranging interests led him to the in-depth exploration of library automation technology. The expertise he had attained in this area made him a natural choice for the position of Systems Librarian, in addition to Head of Circulation Department. Among Bob's other credits are his extensive involvement with all phases

of library construction and installation on the original building, its extension, and the new library. His major and minor contributions to many phases of library operations is recognized by the entire staff.

Mrs. Linda L. Smith was another library school graduate whose first professional position was at UNF. She joined us on May 8, 1972, as an Assistant Cataloger. Her interest in cataloging helped her gain in-depth expertise within a very short time. Administrative changes forced her in 1974 to take charge of the Department on an acting basis. Having successfully completed a year in this temporary assignment, she was promoted to Head of Cataloging Department in 1975, the position she presently occupies. She has been successfully administering the Department despite the uneven workload brought about by uneven funding.

We have only two career service employees who have been with us since prior to opening day, both of them valued members of the library team. Mary L. Davis was hired as a Library Assistant on September 1, 1971. She worked both in Technical and Public Services. Following a year's educational leave of absence and earning her Master of Library Science degree she rejoined our staff as Reference Librarian in 1977. Martha L. Solomon joined us on September 13, 1971, as a Clerk Typist II. Over the years she was promoted to Clerk Typist III and eventually to Library Technical Assistant I, the position she presently fills.

It would be an act of ingratitude on our part not to mention that, in the course of these ten years, the library consistently enjoyed the endorsement of most of our faculty and students and support among the university administration, beginning with the President. It is, therefore, with profound regret that we record the resignation of our founding president, Dr. Thomas G. Carpenter, whose departure has deprived the library of one of its staunchest supporters and a kind friend. From the day the Director assumed his duties, President Carpenter made certain that all the support necessary for the realization of interim goals and long term objectives was provided.

Once the library was operational and had hit its full stride, President Carpenter chose to remain in the background; he was always there when we needed him and was not when we didn't. The entire library staff benefited from his encouragement, respect and trust. This was clearly manifested when he left the planning of the new library building entirely in the hands of the librarians, coordinated only by William Munson, the University Physical Planning Consultant. Dr. Carpenter's contribution to the success and welfare of this institution was of such magnitude that, upon the initiative of the student body, legislative approval is presently being sought to name our new building the Thomas Glenn Carpenter Library. We are grateful to Dr. Carpenter for his decade-long support and we wish him success in his new position as President of Memphis State University.

The identity of the institution which President Carpenter founded--and which has since become the alma mater to over 7,000 students--seemed to be in jeopardy as the legislature convened in the Spring of 1980. The entire UNF family followed with keen interest the unfolding drama of legislative intent to merge the University of North Florida with the University of Florida. In the absence of a study that would have specified the implications of such a merger, the staff was

unable to predict, or even guess, the effect it would have had on the library, its staff, resources and funding. Governor Graham's veto of the bill mandating the merger allayed our fears of sudden, unplanned adjustments that might have been necessary.

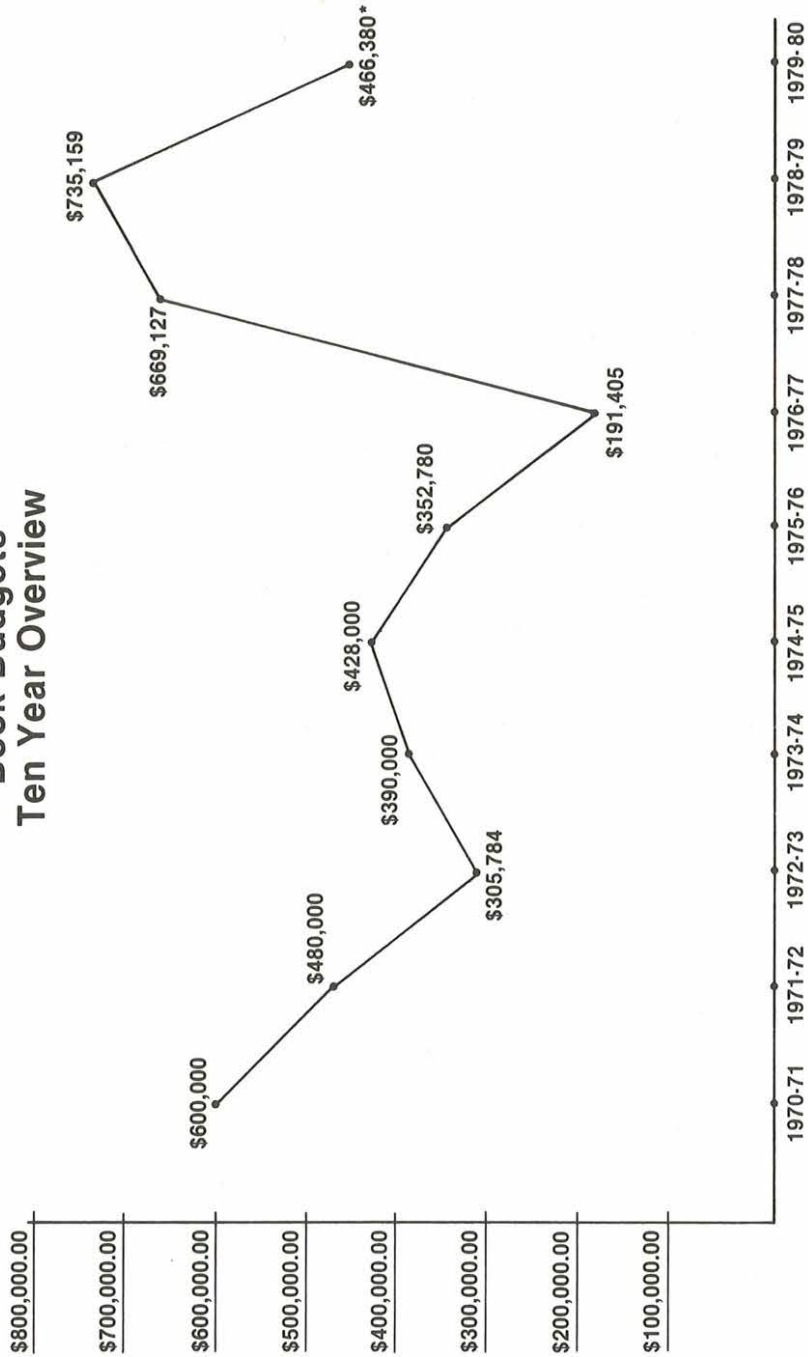
In the Fall of 1979 upon the request of the Vice President for Academic Affairs the Promotion Guidelines for Librarians were revised. A committee was formed and a series of meetings held. The committee produced an excellent document; however, a difference of opinion between administration and staff concerning three points necessitated the intervention of the University Faculty of Florida on behalf of the library staff. The issue has been resolved since, and the committee is presently in the process of preparing a final draft of the guidelines. In the meantime the previous set of guidelines remains in effect, to be replaced by the new ones in September, 1980.

The new salary schedule for librarian classes as negotiated by the United Faculty of Florida went into effect in September, 1979. It raised the salary level of all Assistant and Associate University Librarians in the SUS (while it ignored entirely the University Librarian grade). The new scale partially remedied the inexcusably low salary levels of Florida librarians. Prior to this adjustment there was a 40% discrepancy on this campus between the average salaries of librarians and of the teaching faculty **without** a doctoral degree. As an in-house study showed, the salary adjustment reduced this gap to 20%. Considering that some librarians on our staff hold two Master's degrees, and one person a Ph.D., it is understandably felt by many that the reduction of the salary gap is only a step in the right direction.

In order to gain professional, educational, service, ethnic, and remunerative profiles of the librarians employed in the SUS, the Director prepared a system-wide survey of all librarians. The survey disclosed an overall polarization of salaries, mostly corresponding to years of experience and responsibilities inherent in work assignments. It also showed the moderate success of affirmative action, system-wide, and the fact that so far only two institutions were in a position to take advantage of the provisions of the newly created Instructor Librarian grade. Before leaving the topic of salaries it must be emphatically pointed out that the salary range of this entry level librarian grade, requiring a Master's degree, greatly overlaps with the range of Library Technical Assistant II, a class optionally requiring a bachelor's degree as a minimum qualification.

Our annual reports have been designed to provide an annual narrative of the progress and development of the library, supported by statistical documentation. Even though these reports contain ample data on all phases of library operations, there is a great deal of statistical information we still lack and are procedurally unprepared to gather. For example, we don't know the cost effectiveness of a given activity; we don't know, in numerical terms, the efficiency of staff; we have no data on **total** collection use despite the detailed subject analysis of circulation statistics. Concurrently with raising this issue the question must be posed: would such knowledge enhance library efficiency and service, and, more importantly, would the cost of record keeping be commensurate with the benefit of knowledge resulting from a sophisticated data gathering process? An objective answer lies in the fact that at our past and present staffing

UNIVERSITY OF NORTH FLORIDA LIBRARY Book Budgets Ten Year Overview



*Includes \$50,000 in QIP funds.

level the dedication of manhours to such multi-pronged record keeping functions has been and remains unthinkable. Nonetheless, knowledge of certain data could contribute to improved resource management.

In our collection development efforts we have been continuously frustrated by the lack of adequate funds, but even more so by the year-to-year uncertainty of the anticipated dollar amounts.

The absence of advance assurance of a sustained funding level, coupled with the funding pattern of the past, prohibits the setting of long range goals. This uncertainty greatly impairs administrative effectiveness in budgetary matters. While parts of the library's acquisitions program have enough inherent flexibility to allow for adjustments in response to the annual budgetary fluctuations, our continuing obligations--e.g., subscriptions, services, etc.--cannot be subjected to a stop-start manner of acquisitions. It would be destructive from the standpoint of collection building, and because of that, unacceptable.

The curricular profile of an institution determines the type of materials acquired, not merely the topical choice but the bibliographic format, specifically the choice between an emphasis on monographic or periodical materials, hard copy, microform, or A-V. The ratio will have a rigid effect on the materials budget. Surveys indicate that the cost of periodicals is subject to a higher rate of inflation than book prices. This fact aggravates the already grave reality that a sustained rate of acquisition, without any allowance for growth, would require an annual 10-15% increase in the budget which, in turn, would signify the desirable but impractical doubling of the budget every 5-7 years. The accelerated growth of periodicals expenditures will, inevitably, erode the potential rate of book acquisitions and the purchase of non-print media. Fiscal conservatism has forced us to subscribe to fewer titles than we would need, and demands for new subscriptions had to be forcibly kept to a minimum. Unfortunately, even a moderate increase in the number of subscriptions would affect the precarious balance between monographic, periodicals, and media spending, in addition to processing and bindery expenses. Credit for the judicious disbursement of the budget is due to Sheila Mangum, Head of the Acquisitions Department. In close consultation with her superiors she has consistently managed to satisfy a wide variety of materials demands while keeping a tight control over library funds.

The question of circulation equipment must be raised yet once more in this report. The advancement of computer technologies as well as the rapid and irreversible deterioration of the various automated circulation systems in use by the SUS libraries necessitated the exploration and identification of alternative equipment and software. Taking into consideration the full spectrum of available systems, the conclusion had been reached that, while the primary objective was the immediate replacement of circulation equipment that would be compatible on an interinstitutional basis for a possible future communication link-up, the hardware selected for eventual acquisition must have the capability of accepting commercially or internally developed software packages of other library functions, primarily through the ability to accept the SOLINET/OCLC archive tapes which, for some institutions, represent the entire book inventory in machine readable form. This being the case in the instance of UNF, it was imperative for us that the data base built by us since the introduction of SOLINET could eventually be manipulated in a fashion to take the place of our ever-expanding, cumbersome and labor-intensive card catalog.

A state-wide committee of experts drafted a specifications document which was then put out for bid. The successful bidder was to install its system in configurations of varying sophistication at the nine SUS libraries and the

Florida State Library. The firm and equipment chosen through the bid process completed six installations in the SUS in addition to the State Library. Because initial experience with the system disclosed shortcomings that were unforeseen prior to acceptance of delivery, the three remaining SUS libraries including the University of North Florida decided to cancel their order and seek an alternate solution to the pressing problem of replacing the circulation equipment, and to the development of a computerized public access tool in place of the card catalog. Bob Jones, in his capacity of Systems Librarian, has been assigned the responsibility to identify our total long range automation needs and to try and match these against the best available state-of-the-art equipment. The staff has given Bob the necessary input that has enabled him to prepare a new set of bid specifications. It is anticipated that the bid process will be initiated and completed by the end of the current calendar year. In the meantime the existing circulation equipment will be transferred to the new facility, and it is optimistically hoped that it will not become unusable prior to the purchase and installation of a replacement system.

As it has been reported last year, the library assumed the administrative responsibility of the Media Resources Center (MRC) on June 1, 1979. This change did not result in an increase of staffing for the Center; therefore, the majority of operational and procedural problems that has impaired the efficiency of this unit could not be resolved. Nonetheless the Technical Services Division was obliged to expand its operation to attend to the Center's needs in their sphere of activities, while the Reference staff accepted the task of administrative supervision. Cognizant of the fiscal reality of the year ahead it became obvious that, since additional staffing would not be forthcoming for at least one more fiscal year, the proper management of the Center in line with library objectives can be accomplished only if the Reference staff accepts this added responsibility. With the increase of personnel at a future date, the entire staffing structure, work assignments and departmental objectives will be revisited.

The brief overview of the highlights of our first decade would be incomplete without the mention of our building program. The first structure of 30,000 sq. ft. was completed within eleven months. Old-timers still recall with a shudder the initial move to campus, most of it accomplished by the staff in late summer, without air conditioning, plumbing, or an operating elevator. Shortly after the move, construction began on an expansion that was completed in 1974 and brought the square footage of library space to slightly over 60,000, thereby doubling the original building. In 1975, upon the initiative of William Munson, the program for a new building was written. It called for a 120,000 sq. ft. four story facility, devoted exclusively to library functions. Architects' presentations took place on November 29, 1976, at the Department of General Services office in Tallahassee and shortly thereafter the architect was selected. The schematic design phase began in January, 1977, and construction documents were delivered a year later, on January 18, 1978. After the plans had been reviewed, funds allocated, and proper authorizations obtained, bid opening took place on May 31, 1978. Ground was broken on August 8, 1978, and as construction activities began, an initial completion date of April 7, 1980 was set. The predictable materialization of delays involving the building kept the staff in suspense. The

contractor failed to meet the often-extended July 13, 1980 deadline and the construction activity that had to be carried on beyond that date repeatedly delayed the move from the old library to the new. As this report is being written, after the close of the fiscal year, the move is scheduled to commence at the end of August, with the help of state prisoners, overseen and coordinated by a professional moving company. Although the new library has many unfinished details, the building is so close to completion that the results of our planning efforts are ready for critical appraisal prior to occupancy. On our frequent, almost daily visits to the building we identify surprisingly few features that we would like to change, none of which are objectionable. We don't find any errors in planning due to oversight or improper projections made at the time the program was written (1975) and the schematic design phase completed (1977), with the possible exception of the periodicals collection whose bulk, in spite of restraint, has grown to occupy some of the space that was planned to be kept in reserve for future expansion. The staff and the university community eagerly look forward to the day when, after years of anticipation, the new library will open its doors to students, faculty, staff, scholars, casual readers, and just about anyone who wishes to use the rich resources that the UNF library has accumulated in its first decade.

Andrew Farkas
Director of Libraries

LIBRARY BUDGET AS PERCENTAGE OF TOTAL UNIVERSITY E&G BUDGET

	1974-1975	1975-1976	1976-1977	1977-1978		1978-1979		1979-1980	
				Without PECO* Allocation	With PECO Allocation	Without PECO* Allocation	With PECO Allocation	Without PECO* Allocation	With PECO Allocation
Total Library Budget	827,781	807,895	646,684	752,270	1,231,548	862,652	1,305,216	658,134	1,093,809
University E&G Budget	8,313,515	8,679,509	9,086,947	10,056,382	10,535,661	11,359,301	11,801,865	12,613,646	13,049,321
% of E&G Budget represented by Library	10.0	9.3	7.1	7.5	11.7	7.6	9.0	5.2	8.4

-6-

*PECO — Public Education Capital Outlay; a special state appropriation to university libraries for the sole purpose of acquiring library resources.
UNF realized an appropriation of \$497,279 in 1977-78, \$442,564 in 1978-79, and \$435,675 in 1979-80.

LIBRARY BUDGETS 1974-1980

	1974-1975	1975-1976	1976-1977	1977-1978		1978-79		1979-80	
				Without PECO* Allocation	With PECO Allocation	Without PECO Allocation	With PECO Allocation	Without PECO Allocation	With PECO Allocation
Total Library Budget	827,781	807,895	646,684	752,270	1,231,548	862,652	1,305,216	658,134	1,093,809
Personnel									
Line Item	338,215	380,246	396,847	427,893	427,893	456,676	456,676	532,093	532,093
OPS	26,276	23,328	22,022	21,487	55,919	20,484	56,112	36,382	36,382
Total	364,491	403,574	419,869	449,380	483,812	477,160	512,788	568,475	568,475
Salaries as % of Total Budget	44.0	50.0	65.0	59.7	39.3	55.3	39.3	86.4	52
Operating Expense	29,445	34,899	35,751	36,752	36,752	36,924	36,924	38,358	38,358
O.E. as % of Total Budget	3.6	4.3	5.5	4.9	3.0	4.3	2.8	5.8	3.5
Capital Outlay Other Than Books (OCO)	5,863	17,804	160	2,299	41,857	234	19,465	150	150
OCO as % of Total Budget	0.7	2.2	0.02	0.3	3.4	0.03	1.5	0.02	0.01
Capital Outlay for Books	427,983	352,779	191,405	189,849	669,127	292,595	735,159	51,151†	486,826
Book OCO as % of Total Budget	51.7	43.7	29.6	25.2	54.3	33.9	56.3	7.8	44.5

*Public Education Capital Outlay (PECO), a special state appropriation to university libraries for the sole purpose of acquiring library resources. UNF realized an appropriation of \$479,279.00 in 1977-78, \$442,564 in 1978-79, and \$435,675 in 1979-80.

†Includes \$50,000 Quality Improvement Program (QIP) allocation.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department:
Materials Expenditures
1974-1980

Description	1974-1975	1975-1976	1976-1977	1977-1978	1978-1979	1979-1980
Commercial Binding	18,533.07	22,290.66	11,077.89	22,382.21	26,097.29	29,443.93
Freight, Postage & Handling	4,568.42	3,573.76	2,655.67	6,576.23	7,985.21	5,961.76
Processing/Cataloging*	45,397.16	24,139.14	3,508.45	46,071.71	75,418.28	30,912.91
Firm Book Orders (Monographs)	111,300.36	51,913.90	23,096.91	142,082.01	110,403.61	66,017.79
Curriculum Collection Materials	501.14	930.55	1,548.52	19,257.22	11,201.96	6,689.12
Microform Subscriptions	4,301.60	9,309.54	8,142.50	12,236.00	18,386.05	18,452.68
Microform Backfiles	41,317.69	23,161.43	750.50	15,726.60	77,995.42**	12,245.28
Music Scores	-0-	500.00	-0-	13,363.74	23,630.07	861.40
Serials Backfiles	30,222.16	4,889.19	2,319.25	47,202.37	19,314.09	8,711.21
Serials Subscriptions	67,045.58	69,341.94	72,896.44	82,619.36	101,757.08	116,378.93
Newspaper Subscriptions	1,457.00	2,003.91	1,588.93	1,604.94	3,042.68	2,152.68
Legal/Business Services	NKY	NKY	NKY	10,232.84	19,909.69	20,366.18
Serials Standing Orders	14,771.36	18,938.19	11,176.09	17,400.75	22,566.60	20,771.60
Approval Books	72,422.46	111,907.59	52,189.73	183,425.24	143,979.91	115,794.12
Documents	13,130.35	2,080.00	455.00	6,928.70	2,875.35	—
Audio-Visual Materials	3,015.05	7,800.00	-0-	45,872.57	66,640.19	28,823.97
Miscellaneous	NKY	NKY	NKY	NKY	7,854.09	6,487.97
TOTAL	427,983.40	352,779.80	191,405.88	672,982.49	739,057.57	490,071.53

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

*From 1974/75 to date this fund includes all SOLINET/OCLC expenditures, membership included. The disbursement for 1979-1980 includes \$20,444 for bar-coded labels and SOLINET processing charges to enable their production.

**Includes \$31,500 for Congressional Information Service microfiche 1970-78.

**UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department
1979-1980 Budget Disbursements**

Source of Revenue Fund & Description	General Revenue Book OCO	Special PECO Allocation	Quality Improve- ment Program (QIP)	HEW Grant	TOTAL
0100 Commercial Binding*	—	29,443.93	—	—	29,443.93
0300 Processing (Solinet)	—	10,469.10	—	—	10,469.10
0350 Processing Supplies	—	—	20,443.81††	—	20,443.81
0600 Equipment	—	—	—	—	—
1000 Books Firm Ordered	120.98	51,182.22	13,942.05	772.54	66,017.79
1100 Curriculum Materials	8.25	6,559.02	—	121.85	6,689.12
1200 Audio-Visual	600.00	28,223.97	—	—	28,823.97
1300 Music Scores	—	861.40	—	—	861.40
1400 Approval Books	—	114,330.37	—	1,463.75	115,794.12
1500 Miscellaneous	—	6,487.97	—	—	6,487.97
1600 Microform Subscriptions*	—	18,452.68	—	—	18,452.68
1650 Microform Backfiles	—	2,757.08	9,488.20	—	12,245.28
2000 Serials Backfiles	—	6,570.93	2,065.28	75.00	8,711.21
2100 Serials Subscriptions*	125.00	114,278.93	1,975.00	—	116,378.93
2200 Newspaper Subscriptions*	—	2,152.68	—	—	2,152.68
2300 Legal/Business Services*	279.75	18,482.43	1,604.00	—	20,366.18
3000 Serials Standing Orders*	—	19,841.30	184.50	745.80	20,771.60
7000 Freight, Postage	17.34	5,580.99	297.16	66.27	5,961.76
TOTAL	1,151.32†	435,675.00	50,000.00	3,245.21	490,071.53

*Represents continuing obligations now totalling \$207,566 (48% of budget minus QIP & HEW)

†An additional \$20,431 was dispersed in OPS for salaries.

‡An equivalent amount was spent from PECO on the designated QIP subject categories.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Library Inventory
1974-1980

	1974-1975	1975-1976	1976-1977	1977-1978	1978-1979	1979-1980
Main Resources						
Beginning Inventory	127,710	148,709	169,304	182,853	206,779	226,374
Units Added	20,999	20,595	13,636	24,670	20,124*	19,976
Units Lost or Withdrawn	-0-	-0-	(87)	(744)	(529)	(646)
Ending Inventory	148,709	169,304	182,853	206,779	226,374*	245,704
Other Resources						
Beginning Inventory	25,563	39,405	71,143	83,664	105,119	128,619
Units Added	12,842	31,738	12,521	25,536	25,923	52,833
Units Withdrawn	-0-	-0-	-0-	(4,081)	(2,423)	(8,785)
Ending Inventory	39,405	71,143	83,664	105,119	128,619	172,667
Total Collection Strength	188,114	240,447	266,517	311,898	354,993*	418,371
Volumes in Process (FASTCAST)	15,373	9,487	4,470	5,428	8,410	5,707

The year's acquisitions included 6,931 volumes on approval of which 6,395 were kept and 536 were returned (for a return rate of 7.7%); 3,022 firm orders for monographs, 2,621 curriculum and audio-visual items, and 1,841 gifts of which 390 were added to the collections. Serials acquisitions are reported separately with serials section statistics.

*Corrected (-6)

UNIVERSITY OF NORTH FLORIDA LIBRARY

Collection Inventory 1979-1980

Resource Units

MAIN RESOURCES	Hard Copy				Microfilm			Microfiche				Totals
	7/1/79	+	-	6/30/80	7/1/79	+	6/30/80	7/1/79	+	6/30/80	+ 8	
General Collection	171,976	14,011	(63)	185,924	152	279	431	108	11	119	15	186,370
Bibliography	609	64	(18)	655	—	—	—	—	—	—	—	655
Documents (LC)	161	25	—	186	286	40	326	—	—	—	—	512
Index/Abstract	3,661	432	(32)	4,061	3	—	3	553	—	553	69	4,133
Map/Atlas	79	14	(6)	87	—	—	—	—	—	—	—	87
Oversize	425	75	—	500	—	—	—	—	—	—	—	500
Periodicals	25,864	2,637	(35)	28,466	12,555	903	13,458	227	541	768	96	42,020
Reference	9,852	1,418	(484)	10,786	165	—	165	680	—	680	85	11,036
Special	388	11	(8)	391	—	—	—	—	—	—	—	391
TOTAL	213,015	18,687	(646)	231,056	13,161	1,222	14,383	1,568	552	2,120	265	245,704
OTHER RESOURCES												
Annual & 10K Repts	9,582	2,857	—	12,439	—	—	—	3,414	2,194	5,608	701	13,140
College Catalogs	957	—	—	957	—	—	—	3,075	547	3,622	453	1,410
Curriculum*	1,729	1,809	(6)	3,532	—	—	—	1,848	1,505	3,353	419	4,694*
Documents (Su Doc)	69,336	12,940	(8,766)	73,510	1,199	31	1,230	39,941	17,009	56,950	7,119	81,859
ERIC	—	—	—	—	—	—	—	219,898	21,883	241,781	30,222	30,222
Maps	2,416	423	(13)	2,826	—	—	—	—	—	—	—	2,826
Media Resources (See Separate Listing)	—	—	—	—	—	—	—	—	—	—	—	27,869
Music Scores	2,819	546	—	3,365	—	—	—	—	—	—	—	3,365
Newsbank	—	—	—	—	—	—	—	12,950	1,105	14,055	1,757	1,757
Pamphlets	2,324	430	—	2,664	—	—	—	—	—	—	—	2,664
Pictures/Portraits	2,447	75	—	2,522	—	—	—	—	—	—	—	2,522
Telephone Dir.	339	—	—	339	—	—	—	—	—	—	—	339
TOTAL	91,859	19,080	(8,785)	102,154	1,199	31	1,230	281,126	44,243	325,369	40,671	172,667 +

*The total for this collection includes media statistical units not specified in this chart.

For a breakdown see the Curriculum Collection inventory which follows.

+ vertical total only.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Collection Inventory
1979-80
TITLES

MAIN RESOURCES	On Hand 7/1/79	Added	Withdraw	On Hand 6/30/80
General Collection	153,612	11,958	(58)	165,512 ¹
Bibliography	43	4	—	47
Documents (Classed LC)	50	3	—	53 ²
Index/Abstract	174	12	—	186 ³
Map/Atlas	76	11	(1)	86
Oversize	394	66	—	460
Periodicals	2,400	270	(7)	2,663 ⁴
Reference	3,782	492	(114)	4,160 ⁵
Special	297	12	—	309
Total	160,828	12,828*	(180)	173,476

OTHER RESOURCES

Annual Reports	2,547	157	—	2,704
Curriculum	1,380	792*	(2)	2,170 ⁶
Media Resources	26,007	292	—	26,299
Music Scores	1,301	440*	—	1,741

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

¹Includes 114 titles on microfilm, 12 microfiche.

²Includes 5 titles on microfilm.

³Includes 3 titles on microfilm.

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

⁵Includes 1 title on microfiche.

⁶Includes 2 titles on microfiche.

*Of the total of 14,060 titles handled by the Cataloging Department 1,506 titles represent original cataloging, 1,818 modified LC cataloging and 10,736 unmodified LC cataloging. In addition, 695 titles were recataloged.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department
Serials Section

	Previous Totals	Net Change 1979-1980	Totals to Date
SUBSCRIPTIONS:			
Newspapers	21	(1)	20
Periodicals	2,034	124	2,158
Business & Legal Services	158	9	167
Microfilm	77*	12	89
Free/Gift	124	1	125
Depository (Gov't. Docs.)	48	(10)	38
STANDING ORDERS	331	150	481

*Corrected (-63) from 1978-79 report.

BINDERY STATISTICS	Volumes
Books	572
Periodicals	2,690

CHECK IN:

During the year 22,895 current issues, 49 complete backfile volumes and 704 back issues, 1,039 microfilm reels, and 19,656 pieces of microfiche were checked in; in addition, 435 periodical issues were received as gifts of which 100 were retained. Finally, 830 claims were issued for unreceived materials.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Collection Inventory 1979-80
Curriculum Collection

	Titles			Statistical Units		
	7/1/79	+	6/30/80	7/1/79	+	6/30/80
Cards	5	4	9	5	4	9
Cassettes	5	27	32	8	30	38
Charts	0	3	3	9	3	12
Filmstrips	120	6	126	137	9	146
Games	3	2	5	3	2	5
Hard Copy Texts	1,129	708	1,837	1,729	1,803	3,532
Kits	79	18	97	162	211	373
Microfiche Equivalents (Curriculum Guides)	2	0	2	231	188	419
Posters	7	4	11	34	10	44
Slides	2	0	2	4	0	4
Tests	28	18	46	59	53	112
Total	1,380	790	2,170	2,381	2,313	4,694

UNIVERSITY OF NORTH FLORIDA LIBRARY
Collection Inventory 1979-1980
Media Resources Center

	Titles			Statistical Units		
	7/1/79	+	6/30/80	7/1/79	+	6/30/80
Audio Cassettes	210	95	305	344	107	451
Charts	0	1	1	0	1	1
Film Loops	31	0	31	363	0	363
Film Reels	329	55	384	405	72	477
Filmstrips	156	0	156	239	0	239
Filmstrips (Sound)	268	45	313	644	61	705
Instructional Cassettes	374	1	375	522	1	523
Overhead Transparencies	62	1	63	133	1	134
Records-Musical	4,582	1	4,583	4,582	1	4,583
Records-Dramatic	221	0	221	221	0	221
Records-Other	258	0	258	271	0	271
Slides	18,924	0	18,924	18,924	0	18,924
Slide Sets	56	7	63	72	9	81
Slide Sets/Sound	208	18	226	417	27	444
Videocassettes	322	68	390	374	72	446
Vidoreels	6	0	6	6		6
TOTAL	26,007	292	26,299	27,517	352	27,869

TECHNICAL SERVICES DIVISION

Before turning the reader over to my colleagues, whose following narratives detail the year's activities in the constituent units of the division, I would like to comment briefly on the statistical presentation which follows and which is my chief contribution to this report.

To the casual observer, this year's total of 418,371 "volumes" will represent an impressive achievement in the library's growth, perhaps even an improbable one in view of the greatly reduced materials budget. Upon closer observation, the year's overall growth rate of 18 percent (63,378 items) will be seen to have largely occurred in the categories which the library has come to call "other resources". Whereas I believe the nature of these materials is fully disclosed in the following charts, the fact of a 34 percent growth rate this year--and 18 to 22 percent rates in immediately preceding years--begs further explanation.

The question may, indeed, be posed as to why the library would, in the first place, characterize slightly more than 41 percent of its collection as "other resources". The term itself suggests an ancillary or inferior role for the materials in the library's mission when, to the contrary, they are some of the most heavily used resources and, in some cases--such as the ERIC documents and government publications--may represent primary sources for research purposes. In fact, the reason for separating these items from the category of "main resources" has to do with the format of the material, the way in which it may be acquired, or the way in which the items are represented in the library's bibliographic system.

In the first case, "other resources" include practically all the library's audio-visual and non-print materials (the sole exceptions are certain microformat reproductions of items originally issued in book form). Included are graphic items such as flat maps, pictures and posters, art originals and reproductions as well as projected media such as art slides and motion pictures. The statistical units by which these resources are represented are particular to each type of material and are hardly compatible with the volume count traditionally given for books; consequently, a separate enumeration is maintained. The relatively few microformat materials which must be included in the "main resources" inventory are converted, by statewide agreement, to volume equivalents by using the imaginary formula that one reel of microfilm or eight pieces of microfiche equal one hard copy volume. This fiction is also applied to the much greater inventory of microformat items in the "other resources" category; otherwise, the statistical collection would appear to contain many thousands of items more than is currently shown. No such formula exists for the representation of other voluminous media, such as 35mm slides, and so these items are added on a one-to-one basis.

The second case whereby materials may be categorized as "other resources" is that in which the items form autonomous collections and are acquired outside the auspices of the Acquisitions Department, usually at little or no direct cost to the library. Such is the case with the depository collection of government documents and the collection of corporate annual reports.

Finally, all materials which fall outside the purview of the Cataloging Department--and the vast majority of "other resources" do--are automatically included in this category. The collections to which these resources belong are not organized by Library of Congress classification, nor are the items, for the most part, retrievable through the main card catalogs. The consequences of this fact are not always the most favorable for the fullest utilization of the materials; however, the past and present size of the Cataloging Department staff has prohibited the serious contemplation of any other course of action.

In view of the foregoing, it is easy to explain the enormous growth rate of these collections. First, and most important, when the material itself is gratis, the acquisition thereof is not dependent on the size of the resources budget. Enormous numbers of government documents and corporate annual reports are acquired in this manner. Second, even when materials must be purchased, the format of the item often means more statistical units acquired per dollar than is the case when buying regular books for "main resources". For example, one hundred dollars buys many more times the number of microfiche, even when divided by eight, than it does regular books. A third factor would be more difficult to document. Because "other resources" are excluded, by statewide agreement, from the formulas which determine the institutional book budgets (the smaller the collection the more munificent the results of the formulas), the tendency has been, in this library, to favor the purchase of materials which fall into this category. The net result is to somewhat retard the growth of "main resources" while accelerating that of the other collections.

Finally, the 34 percent growth rate of "other resources" in 1979-80 is due to an administrative reorganization which occurred one year ago. On July 1, 1979, the library assumed major responsibility for the Media Resources Center, formerly called the A/V Library and administered by the Department of Instructional Communications. The library had always supported the acquisition of materials for this collection from its book budget but did not have the responsibility of inventorying the resources or including them with the statistics for the library's own collections. With the change of administrative status, it was inevitable that the special problems of enumerating the materials housed in that collection would have to be faced, a task which the library had gleefully avoided for ten years. It will be seen that collections of the Media Resources Center have added over 27,000 statistical units to the library's inventory, including almost 19,000 35mm art slides. This fact alone should be enough to explain why we prefer to describe the library's collections in terms of "statistical units" rather than the more traditional "volumes".

John M. Hein
Head, Technical Services

ACQUISITIONS DEPARTMENT - Monographic and Audiovisual Section

What should have been the third year of a collection enhancement program for the State University System of Florida Libraries came to naught with Governor Graham's veto of one third of the funds originally allocated by the Florida Legislature for this purpose. The nine SUS libraries divided the sum of \$10,422,845 instead of \$15,422,845.

As one of the smaller schools, UNF's allocation totalled \$457,000 — about enough to cover current needs without much retrospective buying. Unfortunately, we lost some \$21,000 of this money, most of which had to be converted to salaries for OPS personnel in the Public Services Division. We were happy to receive a \$4,000 federal grant as well as a \$50,000 Quality Improvement Program (QIP) allocation, bringing our total materials allocation to approximately \$490,000.

The substantial cut in funds (last year's budget was \$758,000) combined with personnel stability in the monographic section, allowed us to work at a busy but less frantic pace than the previous two years. We continued to support a sizeable approval program as the preferred way to receive and review the wide range of new publications required for our broad curriculum. The profile was refined, with cutbacks in several areas including expensive scientific and technical publications which are quickly outdated. We received about 6400 titles on this program, with a return rate of 7.7 percent and a per volume cost of \$18.10.

All new periodical and serial requests were put on hold because the budget has been so unstable from year to year, and we do not feel that we can use special funds for continuing obligations. Inflation resulted in an 8 per cent increase just to purchase and bind those items on our current list, which accounted for about 48 per cent of the budget. We anticipate another major review of the list with cuts being necessary in some areas before we can add any new titles. We may even be forced to resort to some sort of formula funding for serials in order to ensure that each department receives fair coverage. Conversion of some frequently bound titles to microfilm will also be considered.

With serial and approval programs taking up so much of the budget there was less available for curriculum, audiovisual, and firm order purchases. One notable curriculum purchase was the \$4,000 Ginn Reading Program which is heavily used in Northeast Florida schools. We have also been working with Dr. Jan Wood (Elementary and Secondary Education) in developing a test collection in support of a new test education course required by state law. Over \$12,000 was spent on audiovisual materials required in the accreditation process for the Division of Nursing. Another sizeable sum was spent on films supporting the new alcohol studies program. The library still has a sizeable backlog of audiovisual requests which will be ordered as soon as funds permit. In order to expedite handling, all A/V requests are now being channeled through Mrs. Debbie Schlackman, new Head of the Media Resources Center.

The Library received a \$50,000 quality improvement allocation to enhance collections supporting our Programs of Distinction in Transportation, Management, and Deaf Education and, to a lesser degree, new programs in drama, foreign language, and graphic arts. Since \$20,000 of this allocation was required for our new circulation system conversion expenses, we had to earmark \$20,000 from our regular funds for these subjects. While we were glad to have the money, it was unfortunate that the lack of an automated acquisitions system required considerable extra time to audit these expenditures. The Department of Management was the major beneficiary of these funds because of the heavy publishing and the very high demand in that area.

Over 3000 firm orders were placed this year, as compared with 7000 in 1978/79. Requests were also down from 7200 to 5000. This gave more time to work on our backlog of snags as well as to evaluate over 1800 gift volumes we previously lacked time to handle. Of these, about 400 titles were added to the collection.

The heavy influx of materials from the two previous fiscal years has had a sizeable impact on our processing operation. Although fewer volumes were acquired this year, a high volume of materials were continuously transferred from our temporary circulating backlog to our permanent collection. Combined with a lack of CWSP student manpower and insufficient OPS funds, as well as a too-small clerical staff that is already overburdened, we have been forced to use some of our higher level personnel to help with keypunching and processing in order to ensure a steady output of materials. This has delayed work on important collection development projects and contributed to job boredom. While we have temporarily borrowed the keypunching services of the serials section clerk typist, it hasn't altogether alleviated the problem and has left serials shorthanded as well. Additional OPS support is crucial to continue a smooth operation. In carrying out the priorities demanded by a sizeable budget, a number of important duties and projects have suffered. We need to re-evaluate some of our routines and try to establish a more even and efficient workflow. Needless to say, a more stable budget would be helpful, as would an automated acquisitions system. Word has just reached us that our 1980/81 materials budget will be around \$640,000. Coming on top of the move to the new library, we can look forward to a very busy year.

Sheila Mangum
Head, Acquisitions Dept.

SERIALS SECTION

The Serials Section underwent a number of changes this year due to the reduced book budget, personnel changes, and new directions given to the department. These changes affected serials personnel, acquisitions, and cataloging.

The section lost the services of LTA II Trudy Moore in July, when she moved to California. She was replaced by Grace Ekins, who had formerly worked in the Reference Department. Carol Constande, Clerk-Typist II, resigned to pursue a bachelor's degree. The position was upgraded to a Clerk Typist III, and Doris Barie was hired. Part of her position, however, was transferred to Monographic Acquisitions for keypunching.

Serials acquisitions slowed to a trickle. It was determined that all serial continuations would be renewed, but that no new subscriptions or standing orders would be placed. Backfile ordering was assumed by the Head of Acquisitions, with Quality Improvement Program (QIP) funds used to purchase microfilm backfiles for sixty-one titles in selected academic fields. A project to replace missing issues through the Universal Serials and Book Exchange netted about 500 issues, most of which were used to complete and bind whole volumes.

The limited ordering provided an opportunity to revise and improve some of the serials files and procedures. The serials record, a computerized listing of periodical titles and holdings, received modification of two fields. Location codes were standardized, and holdings were checked against a shelf listing project for uniformity and completeness. The programming for the serials record was rewritten, consolidating three programs into one, and producing printouts for help in editing. This reduced time spent manually sorting punch cards and hand writing code sheets. A proofing system was also set up, providing an opportunity for each coder to catch and correct errors.

The retrospective shelf listing of periodicals was completed this year. Physical holdings of bound volumes, microfilm reels, and microfiche were annotated, and holdings were checked against the serials record. This provides tighter bibliographic control and a base holdings list for inventory purposes.

As new procedures were initiated, they were written in a format suitable for a serials manual. Portions of the cataloging, serials record, magnedex card formats, and receiving sections have been completed. A new routine of checking and annotating the magnedex against **New Serial Titles** and Faxon's **Serials Updating Service** was initiated. As title changes, cessations and late issues are reported, problems can be anticipated, with appropriate notes and crosses made. New methods of claiming and discarding were also established, with written sections of the manual annotated.

A system of retrospectively cataloging older periodical titles was established by the Head of Technical Services in November. An LTA II was assigned to half time work cataloging and making the necessary serials record changes, with two other staff members contributing a smaller portion of the cataloging. Titles were chosen which had full and current Library of Congress cataloging resident in the OCLC data base. Under this system, about 1,222 titles have been fully cataloged.

In response to a request for better access to the substantial number of new serials waiting for cataloging, all backlogged serials were evaluated for type of cataloging available. Continuations without LC copy were sent to the FASTCAT collection, under the same system used for monographs. If LC copy was not available for periodicals, they were given an accession number instead of a call number, and housed in the area for unclassified periodicals. A full entry was made in the serials record, making the journal available to the public. It is hoped that this new system will facilitate access to serial titles while avoiding the necessity of doing original cataloging prematurely.

The year was one of changes in staffing, direction, and work flow. The dearth of ordering caused duties to be reassigned, and new personnel were given revised job descriptions and supervisory responsibilities. Both files and routines were standardized, and some procedures were streamlined. It is hoped that in the coming year the budget will provide the necessary funds for new subscriptions, and an acquisitions policy can be developed to assist in serial evaluation and selection.

Vicki Thomas
Serials Librarian

CATALOGING DEPARTMENT

In considering the work accomplished by the Cataloging Department during the past year, personnel factors affected the work flow to such an extent that it seems appropriate to describe the changes in this area first. From a positive standpoint, the lengthy process of reclassifying the three clerk typist II positions was completed. All three positions are now clerk typist III level with expanded duties of a more sophisticated nature. Credit for this accomplishment must go to the of the supervisors of these clerical positions in the various departments, to the incumbents in each position, and, in large part, to Dr. Angela Randtke, principal supervisor of all three positions. Dr. Randtke was also responsible for undertaking the program of retraining the typists in their duties in the Cataloging Department. The more technical duties transferred to the typists are the bibliographic searching of all materials received which will require revised or original cataloging and the inputting of all new and revised cataloging into the OCLC data base. These shifts in duties not only free more of the catalogers' time, but most importantly, utilize more fully the capabilities of the clerk typist employees.

On the negative side, there was a complete turnover of LTA II employees due to the coincidence of maternity leaves. This necessitated much retraining and shifting of duties and generally caused a rash of temporary assignments for many employees. The burden of dealing with this unwieldy situation fell primarily on Mrs. Verna Urbanski and it is a great credit to her that as the year closes, two new full-time and one new part-time employees have been hired and retrained with a minimum of disruption to the work flow.

Despite these unstable conditions, the department continued to perform to high standards both quantitatively and qualitatively. In quantity, 13,360 monographic titles were cataloged, representing 15,970 volumes. These figures do not include 443 music score titles (552 score volumes) and 13 microform titles (535 microform units). The Department was able to remain current with the handling of incoming material and, at the same time, to undertake a review of the FASTCAT collection. All items from this collection which had an imprint date of 1975 or earlier were removed from the backlog for cataloging. These materials involve much original cataloging and, at year's end, a backlog of 300-400 items remain in this category to be done. Overall, the review of the backlog resulted in a net decrease in the FASTCAT collection of approximately 2700 titles.

Towards the end of the year, some time became available, and an LTA employee had reached a sufficient level of training to work on the "snag" titles. "Snag" titles are those for which a tentative record has been identified and updated (i.e., the library's holdings symbol attached to a record in the OCLC data base), but the book and cataloging have not been examined in conjunction for accuracy and completeness. By June 30, approximately 400 titles had been reviewed and, if time permits in the coming year, a significant amount of effort should be spent in reducing this special "backlog."

In a related cataloging activity, the Curriculum Collection received a lot of attention. A total of 2170 titles were cataloged (4275 physical units), including 123

audio-visual titles (378 units). This cataloging incorporated the review of an older group of curriculum materials which had been classified in a system no longer used by the library. The book portion of this old collection was reviewed, recataloged, and reclassified into the new Curriculum classification system. In the process, the separate card catalog for the older items was greatly reduced in size and only the audio-visual materials in the old classification scheme remain to be recataloged into the new arrangement.

Authority control in all areas will take on increasing significance and require much more time in the work flow in the future. During the past year, the department was able to complete the second phase of the subject catalog project. The Department's basic master authority list of headings used was made current with all LC supplements through 1977. In addition, the 1978 supplement was matched to the 1977 supplement, incorporating changes and additions located. However, manual maintenance of the subject authority system is becoming increasingly impractical. A new edition of Library of Congress Subject Headings in 1980 will be used as the authority for new headings and as a source of additions and corrections on a time available basis. Due to time considerations, no effort will be made to transfer the authority system to the new edition or to further update the basic list except on a case by case basis as a conflict arises. Out-of-date headings will continue to be revised as they are identified in current cataloging and on a time available basis as they exist in the card catalog. It is hoped that funds will become available in the future to automate the subject authority system.

Name authority work is also directly affected by a lack of funds and the current lack of the benefits of automation. The high proportion of change in entries which will be caused by the use of the new cataloging code, AACR 2, will force the creation of a manual system of cross references in the public catalogs until such time as the existing entries can be automatically manipulated. Although the cross reference system that will be manually created will be of temporary use only, the file(s) on which it will be based should be the basis of a future automated name authority structure.

The upcoming year should present the Department with several complex and entirely new challenges brought about by the introduction of the new cataloging code. All cataloging staff will have to be retrained to a greater or lesser degree in new forms and procedures. In the process, many difficult decisions will have to be made related to the future of the public catalogs and the nature of the library's internal bibliographic control systems.

Linda L. Smith
Head, Cataloging Department

PUBLIC SERVICES DIVISION

As the departmental reports reveal, the 1979-80 fiscal year was one of routine activities for Public Services. The Reference Department experienced a marked increase in informational questions and a demand for scheduled tours conducted for classes and small groups while the number of general questions have declined. In order to give the appropriate administrative attention to the Media Resources Center that was taken over by the library on June 1, 1979, a reference librarian, Mrs. Deborah Schlackman, has been assigned the supervisory responsibility of the unit. Mrs. Schlackman has also developed and taught the Audio-Visual Services in Libraries course.

The routine chore of weeding the collection after seven years was the only major non-routine undertaking of the Documents Department. With the greatly expanded stock capacity in the new building space considerations will no longer have a restrictive effect on the growth of the documents collection.

The collapse of negotiations and the eventual cancellation of the purchase agreement with C.L. Systems, Inc. will be long remembered by all staff members, the Circulation Department staff in particular. Mr. Robert Jones, Head of Circulation was responsible for keeping abreast of the events affecting CLSI and for technical assistance in protecting the interests of the University. Bob is now working on the specification for a new system which we hope to acquire and have installed shortly after the completion of our move to our new facilities.

The Public Services staff will have to make the greatest adjustments in transferring their activities in conformance to the physical characteristics of the new building. We are all eagerly looking forward to the challenge.

Dorothy P. Williams
Assistant Director for Public Services

CIRCULATION DEPARTMENT

Statistics for the fiscal year reflect that even though the transaction load has increased, circulation loans and other areas are maintaining patterns established in previous years.

THE CLSI experience

For several years the Library has anticipated the installation of an on-line circulation system. This event was realized -- or so we thought -- when the State Contract was consummated between UNF and C.L. Systems, Inc. on April 20, 1979, with delivery scheduled in time for the opening of the new library building.

Subsequent alleged actions, attitudes, and inadequate performance on the part of CL Systems, Inc. as documented by other State University System libraries were of sufficient magnitude to cause the State Division of Purchasing to find the State Contract in default; the contract was cancelled March 13, 1980. On the basis of this State action, UNF subsequently cancelled its purchase order on April 14, 1980.

Considerable investigation of the state-of-the art was undertaken in cooperation with the University of Florida and the University of South Florida. In June, 1980, UNF settled on bid specifications based on Cincinnati Electronics, Inc. "CLASSIC" Library system as the equivalency model. The bid specification has been drafted and we are now awaiting approval to proceed from the State of Florida (ADPER).

Circulation Services

The Library is still using the Mohawk Circulation System for its loan transactions. We have experienced considerable hardware down-time, but the vendor's service branch has been quite responsive in supporting our needs. We anticipate using Mohawk in the early months of our move to the new building. Batched on-line software support has likewise been poor as a result of our Computing Services Department understaffing.

Preparations for conversion to the new automated system have commenced:

- (1) A new bid specification has been developed and state approvals are being sought.
- (2) A project for bar-coding the collection has begun.
- (3) The lending code is being modified and clarified to reflect new capabilities and services.
- (4) ID cards and other forms have been modified or designed to meet our new needs.
- (5) Machine readable cataloging has been massaged and processed to reflect new bar-code numbers.

In an effort to streamline our accounts receivable/invoicing operations, the files have been restructured. These changes will put the total responsibility for collection information to be maintained by the University's Cashier's Office and alleviate time consuming filing operations in the Library. Automated interfaces

between the new circulation system and the University's new UNIFTRAN accounts receivable subsystem are designed and ready to be programmed and implemented.

Initially maintaining a seven day (82 hour) service schedule, the Library was affected by the University's energy conservation efforts causing many changes and fluctuations in the Library's operating schedule. Beginning October 1, 1979, the library schedule dropped to a 6 day per week (76 hour) support. Fluctuating and floundering with 4 day weeks and decreased heating and air conditioning service, the schedule finally settled by the Summer Quarter to 7 days (78 hours) per week.

Staffing of the department underwent considerable change. In addition to rescheduling the supervisory staff to avoid over-clustering, student assistants have been assigned primarily to stack maintenance operations. We feel that these changes have increased efficiency. Student assistant staffing seemed to be adequate for the current workload of the department.

The weak link in the operation seems to be the interface between the Downtown Campus and the Main Library. Since the Library does not provide its own staffing for the library operations at the Downtown Campus, policies and procedures tend to break down rather rapidly. This has had adverse effects on students, billings, appeals and normal library transactions.

Stacks Maintenance

The supervision of the stacks maintenance operations has been broadened to include more people so that all shifts are covered adequately. In addition to normal desk supervisory duties, the section heads also are responsible for specific classification areas of the collection. This keeps them in contact with the state of the collection. Now that students are expected to spend most of their time doing stacks maintenance (shelving, shelf reading, relocations, shifting, etc.) the stacks have been in fairly good shape. Holds (Book Reservations) and stack pages continue to be used frequently by the patrons.

Interlibrary Loans

The definite increase in the number of requests processed over last year is indicative of the University's emerging research role and perhaps is beginning to define our limitations as a research library.

We have been most active in supplying books to other libraries. Our record within the Florida Library Information Network (FLIN) as a supplier to the libraries in Florida is better than most of our sister institutions.

While we still use the OCLC subsystem for supplying, we continue to use the traditional network for our own requests. OCLC's responsiveness to the support of the subsystems may permit us to use the system within the next year for initiating requests. OCLC's regional structuring of the holdings has been a significant step toward supporting interlibrary loans.

Until this year, our Head of the Interlibrary Section was assigned other duties in the Circulation Department in addition to interlibrary loans. To accommodate

the increased transaction load, she is now assigned to interlibrary loans 100% of the time. In addition, we have added 20 additional house per week of student assistant help for this section.

Improved and streamlined statistics keeping should free a great deal of time for the next fiscal year.

We have found that the unit cost of interlibrary lending and borrowing is increasing. Many libraries are imposing a service charge which in effect negates resource sharing efforts, particularly when such charges must be absorbed by the patron. Such charges to the patron define a library's shortcomings.

Course Reserves and Copyright Clearing

As the statistics show, course reserves are being utilized more than ever. The collection is very dynamic and the faculty have been pleased with the feedback we are able to provide. Plans for conversion to the new system are being designed with these and more capabilities.

When the library assumed control of the Media Resources Center, copyright compliance was one of our first priorities. The Center is now in total compliance with the copyright law, as is the rest of the library. All possibly illegal materials have been identified and destroyed. We have found that vendors are very appreciative of our efforts.

Systems support

This area has been primarily devoted to the implementation of the new circulation system. We have had our OCLC archive tapes processed by SOLINET to reflect bar-code numbers and to clean our data base and prepare it for loading into a new system. We have ordered patron and item bar code labels to continue processing items.

With the cancellation of the CLSI contract, we had to go to ground zero and begin again. Having done it before, the process was not too difficult and we were able to build on old documents and contracts.

UNF Search operations have increased and have become an integral part of the reference services. Increasing costs and decreasing budgets have necessitated a price increase on the package rates. We hope this will stabilize our support of this service.

Moving Operations

Anticipating our new building has been exciting and time consuming. Based on no concrete budget information we have had to provide a multi-alternative plan to move. This has necessitated departmental planning meetings, arranging existing furniture, evaluating and ordering new furnishing and coordinating how each step would be effected under varying conditions.

With this in mind moving documents are being prepared and we are expected to move after "substantial completion" of the building, hopefully during the Summer/Fall quarter break.

Robert P. Jones
Head, Circulation Department

UNIVERSITY OF NORTH FLORIDA LIBRARY
Circulation Department
Summary Statistics
1979-1980

CIRCULATION		
Circulation - Regular & In-Library Use		236,897
Circulation - Reserve		<u>13,635</u>
Circulation - TOTAL		250,532
Special Permit (non-UNF borrowers) Accounts Served		1,107
INTERLIBRARY LOAN (Filled Requests)		
UNF Supplied - Books		2,240
UNF Supplied - Photocopies		<u>205</u>
UNF Supplied - TOTAL		2,445
UNF Requested - Books		492
UNF Requested - Photocopies		<u>1,040</u>
UNF Requested - TOTAL		1,532
Transaction Totals (Filled and Unfilled)		
UNF as the Requestor		2,237
UNF as the Supplier		<u>3,343</u>
Grand Total		5,580
Grant Support		
LSCA, Interlibrary Cooperation (FLIN)		\$1,479.00
CLASS RESERVES		
Items on Reserve (Active Records)		6,230
Requests Processed		1,068
SYSTEMS		
Number of Patron Requested Bibliographic Computer Searches		232
ACCOUNTS RECEIVABLE		
Manual Invoices Generated		1,068
Automated Invoices Generated		<u>5,826</u>
TOTAL INVOICES		6,894
LIBRARY OPERATIONS		
Hours Open per Typical Week* (76-82)	ending:	78
Total Days Open per Typical Week* (5-7)	ending:	7
Exit Security Violations		175

*As influenced by the University's energy conservation program.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Circulation Department
Library Collections

	Manual Transactions	Automated Transactions	In Library Use
General Collection	----	94,397	42,722*
Reserve Collection	----	13,635	----
Documents Collection	582	----	8,535
Periodicals & Special Collections	---	----	<u>90,661</u>
TOTALS	<u>582</u>	<u>108,032</u>	<u>141,918</u>

Total Circulation - All Collections --- 250,532

*Excluding Pick-Ups counted by the Automated Circulation system.

Circulation Transactions

	1972-1973	1973-1974	1974-1975	1975-1976	1976-1977	1977-1978	1978-1979	1979-1980
Manual	----	10,911	3,550	533	297	601	526	582
Regular	26,567	42,596	98,437	77,894	92,209	92,130	105,704	94,397
In Lib. Use	17,261	35,128	45,282	87,095	111,822	134,755	105,709	141,918
Reserve	9,900	14,416	20,889	22,912	21,853	16,521	17,379	13,635
Still in Circulation	<u>----</u>	<u>3,871</u>	<u>2,966</u>	<u>5,147</u>	<u>*</u>	<u>*</u>	<u>*</u>	<u>*</u>
TOTALS	<u>53,728</u>	<u>106,922</u>	<u>171,124</u>	<u>193,581</u>	<u>226,181</u>	<u>224,007</u>	<u>229,318</u>	<u>250,532</u>

*This figure is included in the Regular Transactions figure.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Circulation Statistics
Classification Analysis of Regular Transactions

A-AZ	General Works	103	.109
B-BD, BH, BJ	Philosophy	1,539	1.630
BF	Psychology	5,254	5.566
BL-BX	Religion	1,256	1.330
C-D	History	859	.910
DA	History--Great Britain	1,071	1.135
DB-DR	History--Europe	868	.920
DS-DT	History--Asia, Africa	760	.805
DU-DZ	History-- Australia, Oceania	33	.035
E	History--U.S. General	2,085	2.209
F	History--Canada, Latin America	1,061	1.124
G-GC	Geography	117	.124
GF-GT	Anthropology	384	.407
GV	Sports	1,624	1.720
H-HA	Social Sciences	590	.625
HB-HJ	Economics	12,309	13.040
HM-HX	Sociology	7,236	7.665
J	Political Science	1,436	1.521
K	Law	1,206	1.278
L	Education	10,957	11.607
M	Music	1,669	1.768
N	Art and Architecture	3,580	3.792
P	Philology, Linguistics	277	.293
PA	Classics	260	.275
PB-PD	Modern European Languages	40	.042
PE	English Language	180	.191
PF-PL, PM	German, Slavic, Oriental Languages	319	.338
PN	Literature--General	1,702	1.803
PQ	Romance Literature	399	.423
PR-PS	English and American Literature	5,064	5.365
PT	Germanic Literature	341	.361
PZ	Fiction and Juvenile	4	.004
Q	Science--General	1,141	1.209
QA	Mathematics	2,831	2.999
QB	Astronomy	133	.141
QC	Physics	340	.360
QD	Chemistry	529	.560
QE	Geology	53	.056
QH-QR	Life Sciences	2,303	2.440
R	Medicine	7,833	8.298
S	Agriculture	364	.386
T	Engineering Technology	3,766	3.990
U-V	Military and Naval Sciences	320	.339
Z	Bibliography	730	.773
	Curriculum	3,638	3.854
	Leisure	5,807	6.152
	Other	26	.028
	TOTAL	94,397	100.000

UNIVERSITY OF NORTH FLORIDA LIBRARY
Circulation Department
In-Library Circulation
1979-1980

MONTH	MONOGRAPHS		SERIALS		COMBINED
	Pick-Ups	Daily Average	Pick-Ups	Daily Average	
July	3,748	121	8,635	278	12,383
August	2,369	76	6,019	194	8,388
September	1,143	38	2,958	99	4,101
October	4,904	158	10,275	331	15,179
November	4,728	158	10,888	363	15,616
December	1,972	164	4,205	136	6,177
January	3,655	118	6,654	215	10,309
February	5,272	182	10,706	369	15,978
March	3,767	122	6,292	203	10,059
April	4,284	143	8,370	279	12,654
May	4,636	150	9,995	322	14,631
June	2,244	75	5,664	189	7,908
Documents	8,535				
Other	25,346*				
TOTALS	76,603		90,661		167,264
Average Monthly Circulation					
	MONOGRAPHS		SERIALS		COMBINED
	6,384		7,555		13,939

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

UNIVERSITY OF NORTH FLORIDA
Circulation Department
Interlibrary Loan Section
1979-1980

	<u>FILLED</u>	<u>UNFILLED</u>	<u>TOTAL</u>
UNF as the Supplier (59.91%)			
In-State			
Book Requests	1,429	243	1,672
Photoduplication Requests	<u>106</u>	<u>104</u>	<u>210</u>
	1,535	347	1,882
Out-of-State			
Book Requests	811	315	1,126
Photoduplication Requests	<u>99</u>	<u>236</u>	<u>335</u>
	910	551	1,461
TOTAL	2,445	898	3,343
	(73.14%)	(26.86%)	
UNF as the Requestor (40.09%)			
In-State			
Book Requests	252	165	417
Photoduplication Requests	<u>853</u>	<u>296</u>	<u>1,149</u>
	1,105	461	1,566
Out-of-State			
Book Requests	240	126	366
Photoduplication Requests	<u>187</u>	<u>118</u>	<u>305</u>
	427	244	671
TOTAL	1,532	705	2,237
	(68.48%)	(31.52%)	
GRAND TOTAL	3,977	1,603	5,580
	(71.27%)	(28.73%)	

UNIVERSITY OF NORTH FLORIDA LIBRARY
Interlibrary Loans Supplied by UNF 1974-1980

	<u>1974-1975</u>			<u>1975-1976</u>			<u>1976-1977</u>			<u>1977-1978</u>			<u>1978-1979</u>			<u>1979-1980</u>		
	<u>F</u>	<u>U</u>	<u>T</u>	<u>F</u>	<u>U</u>	<u>T</u>	<u>F</u>	<u>U</u>	<u>T</u>	<u>F</u>	<u>U</u>	<u>T</u>	<u>F</u>	<u>U</u>	<u>T</u>	<u>F</u>	<u>U</u>	<u>T</u>
Books	62	175	237	422	255	677	918	144	1,062	1,080	151	1,231	1,993	432	2,425	2,732	849	3,581
Photos	40	8	48	133	39	172	162	15	177	125	21	146	792	280	1,072	1,245	754	1,999
Totals	102	183	285	555	264	819	1,080	159	1,239	1,205	172	1,377	2,785	712	3,497	3,977	1,603	5,580
Numerical Increase				453		534	525		420	125		138	715		2,120			1,192
Percentage Increase				444.12		187.37	94.59		51.28	11.57		11.14	59.34		153.96			42.80

KEY

F = Filled transactions.

U = Unfilled requests.

T = Total per category, i.e., Books, Photos, Total Transactions.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Reserve Collection
Quarterly Analysis

	Reserve Circulation Statistics	Reserve Processing Statistics	
	Reg. Trans.	Requests Rec'd	Items Processed
SUMMER '79	2,415	-----	-----
FALL '79	4,853	376	2,362
WINTER '80	3,499	300	2,171
SPRING '80	2,868	237	2,022
SUMMER '80	-----	155	2,136
TOTALS	13,635	1,068	8,691

DATA COMPARISON

	1974-1975	1975-1976	1976-1977	1977-1978	1978-1979	1979-1980
Reserve Items Processed	7,497	11,233	8,481	6,317	8,041	8,691
Reserve Circulation Transactions	20,899	22,912	21,853	16,521	17,379	13,635
Active Records on File	7,840	9,022	6,912	4,660	5,365	6,230

RESERVE XEROX STATISTICS

DEPARTMENT	NO. OF PAGES	COST
Division of Technologies	29	\$2.90
Elementary & Secondary Education	53	5.30
Guidance Education	226	22.60
Management, Marketing & Bus. Law	26	2.60
Psychology	743	74.30
Political Science	516	51.60
Special Education	16	1.60
TOTALS	1,609	\$160.90

REFERENCE DEPARTMENT

A full year of routine activities makes it difficult to believe that another fiscal year has come to an end.

The Reference staff members have been able to join their talents and services in a well-meshed teamwork that enabled them to solve any service problems which arose in the course of the past year. While it is true that the Public Services staff, both Circulation and Reference, bear the brunt of patron frustration, we are also the first to receive the patrons' thanks and commendations. I am pleased to report that gratitude expressed orally and in writing has been generously given by many of our users.

There has been a number of staff changes: Mrs. Grace Ekins transferred to Technical Services, and Ms. Louise Gentry, LTA II, rejoined the staff in March after completing her MLS degree at Florida State University. While Ms. Gentry was on educational leave, Ms. Nancy Barbee replaced her in an OPS position, and was able to remain with us for the rest of the fiscal year. In the Media Resources Center, Ms. Joyce Badger worked evenings and week-ends as an OPS Library Technical Assistant II.

The Reference staff conducted 54 orientation tours, as well as continuing to offer the Library Skills Workshops. Some of the more successful efforts of the Reference liaison librarians have been newsletters, called **Library Briefs**, produced for each College. These monthly newsletters are written by liaison librarians specifically to acquaint the faculty of separate Colleges with services and resources of the library.

In June, 1979, the Media Resources Center became part of the Library, and was made a section of the Reference department. Reference Librarian Deborah Rex Schlackman was put in charge of the Center, splitting her time between it and the Reference Department. Mary Davis supervises student assistants, periodicals and pamphlets; Eileen Brady handles maps, archives, and newspaper indexing.

Kathleen F. Cohen
Head, Reference Department

UNIVERSITY OF NORTH FLORIDA Reference Statistics

	Information	Instructional	Directional	Reference	Micro
1976-77	7,791	2,263	2,685	1,800	2,376
1977-78	8,241	2,486	2,709	2,306	2,823
1978-79	10,420	3,279	4,231	3,266	3,179
1979-80	13,277	3,223	4,767	2,853	3,212

-39-

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

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

DOCUMENTS DEPARTMENT

This year the Documents Collection underwent the first significant weeding since the Department was granted depository status in 1972. Paper editions of Congressional documents were discarded because we had acquired microfiche replacements from Congressional Information Service, Inc. This practice permits us to retain hard copy of materials which support our curriculum and which our students want to check out, while permitting us to discard less frequently used items.

In all classifications 8766 pieces were offered to other libraries or otherwise disposed of. At the same time 4174 hard copy items and 17,009 microfiche pieces were added to the collection. The microfiche count represents approximately 5100 titles.

In December a computer-generated selection list was returned to the Government Printing Office as the first step in GPO's attempt to correct errors in the selection of items by the twelve-hundred depository libraries. The list was used by us to verify selections, delete those not needed and add items that have become important in the last few years, especially statistical publications of the Energy Information Administration and the Solar Energy Research Institute. This list will be produced quarterly, allowing us to revise our selections quickly to accommodate curriculum changes.

Collection use increased dramatically again; reference questions answered shows a fifty-eight percent increase and in-house use increased twenty percent.

In February the Documents Librarian was selected to be coordinator of the UNF component of the State Data Center Affiliate Program sponsored by the U.S. Census Bureau and Florida Commerce Department. The Department plans to provide the public access to printed census material and referral service to the regional centers to retrieve information from summary data tapes.

We eagerly look forward to our move to our spacious new quarters which will enable us to expand the collection at a rate greater than to date.

Bruce T. Latimer
Documents Librarian

GRANTS

During the 1979-80 fiscal year, the library received two grants. One for \$3,963 for library resources from the U.S. Office of Education and the other for \$1,479 from the Florida State Library for the continued support of the Florida Library Network.

LIBRARY SCIENCE COURSES TAUGHT 1979-1980

QUARTER	COURSE NUMBER AND TITLE	No. of Credits	No. of Students	Student Cr. Hr.
Fall 1979	LIS 3301 A/V Services in Library	5	9	45
Fall 1979	LIS 4905 Directed Independent Study	5	2	10
Winter 1980	LIS 4905 Directed Independent Study	5	1	5
Spring 1980	LIS 4905 Directed Independent Study	5	2	10
TOTALS		20	14	70

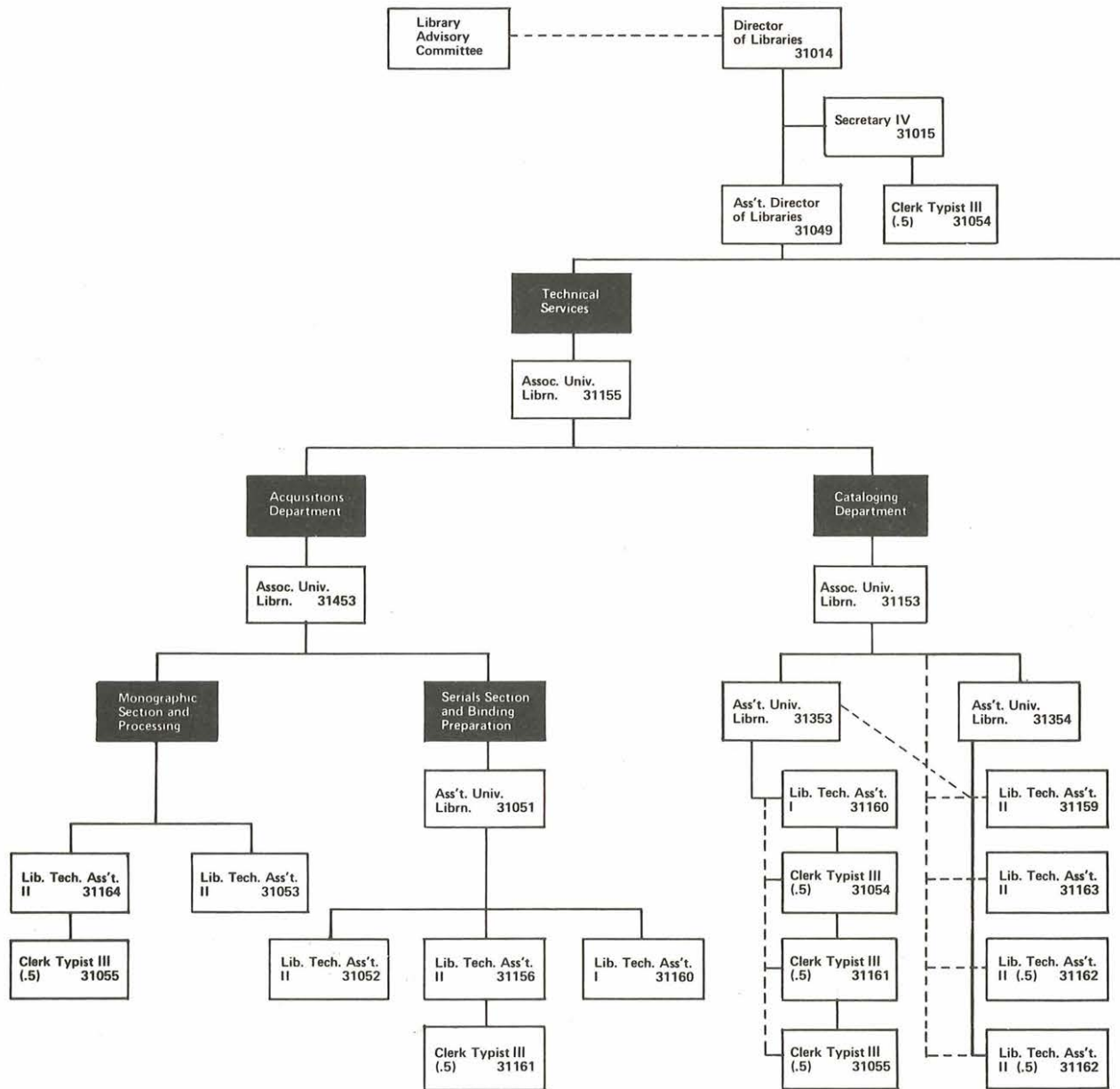
SUMMARY

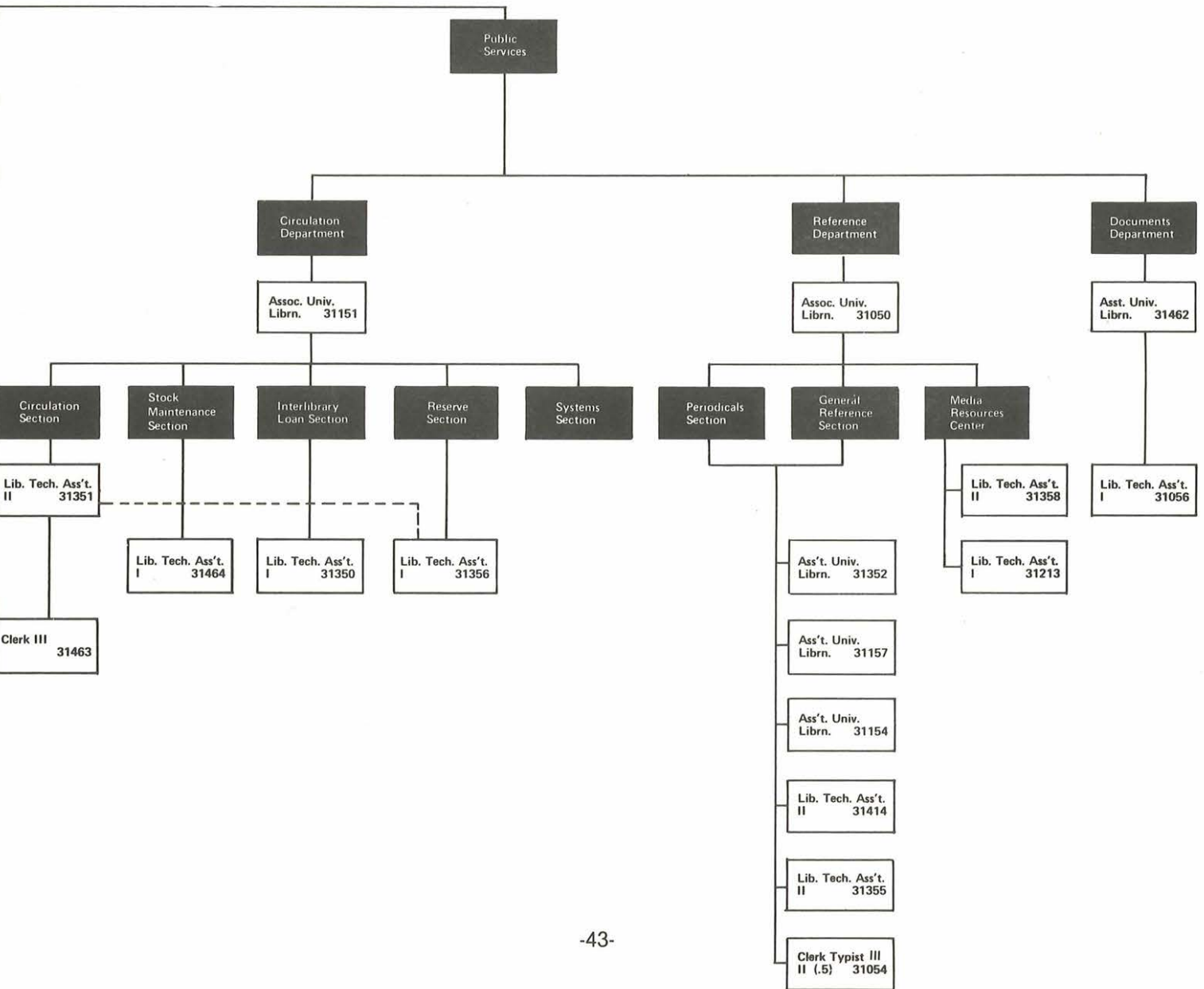
Total Students					14
Total Courses					4
Total Student Cr. Hrs.					70
Total FTE's Generated	70	÷	15	=	4.67

UNIVERSITY OF NORTH FLORIDA LIBRARY

Table of Organization

1979-1980





LIBRARY STAFF as of June 30, 1980

ADMINISTRATIVE & PROFESSIONAL PERSONNEL

Employee	Date of Hire	Position
Eileen D. Brady	9/20/74	Reference Librarian
Kathleen F. Cohen	11/02/73	Head, Reference Department
Mary W. Davis	9/01/71	Reference Librarian
Andrew Farkas	5/04/70	Director of Libraries
John M. Hein	6/01/71	Head, Technical Services
Robert P. Jones	1/14/72	Head, Circulation Department
Bruce T. Latimer	5/01/73	Head, Documents Department
Sheila A. Mangum	11/01/74	Head, Acquisitions Department
Angela W. Randtke	7/01/77	Assistant Cataloger
Deborah R. Schlackman	4/03/78	Reference Librarian
Linda L. Smith	5/08/72	Head, Cataloging Department
Victoria M. Thomas	9/17/76	Serials Librarian
Verna P. Urbanski	9/30/77	Assistant Cataloger
Dorothy P. Williams	7/01/71	Assistant Director of Libraries

CAREER SERVICE PERSONNEL

Employee	Date of Hire	Position
Mary S. Aken	9/29/78	Library Technical Assistant II
James E. Alderman	5/17/76	Library Technical Assistant I
Doris Barie	8/31/79	Clerk Typist III
Virginia L. Bass	7/17/79	Secretary IV
Rosalynde Cowdrey	1/07/80	Library Technical Assistant II
Grace Ekins	1/19/79	Library Technical Assistant II
Louise F. Gentry	11/14/75	Library Technical Assistant II
David W. Green	11/01/74	Library Technical Assistant I
Laura A. Karabinis	8/23/77	Library Technical Assistant II
Barbara King	7/02/79	Clerk Typist III
Barbara Laws-Smith	10/31/78	Clerk Typist III
Helen R. McGee	11/25/75	Library Technical Assistant I
Glenda Morris	8/23/74	Library Technical Assistant II
Patty A. Preston	7/07/78	Library Technical Assistant II (1/2 time)
Peggy B. Pruett	1/10/74	Library Technical Assistant I
Margaret A. Robinson	10/28/78	Clerk III (1/2 time)
Richard A. Rogerson	7/31/75	Library Technical Assistant II
Martha L. Solomon	9/13/71	Library Technical Assistant I
Stephanie E. Swears	6/06/79	Library Technical Assistant II (1/2 time)
Doris M. Shriver	7/07/76	Library Technical Assistant II
Frances L. Taylor	10/08/79	Library Technical Assistant II
Fred Thompson	10/01/79	Clerk III (1/2 time)
Cynthia L. Valentine	2/13/77	Library Technical Assistant I
Nancy L. Vermeulen	10/08/73	Library Technical Assistant II

NEW EMPLOYEES — WELCOME ABOARD

During the past fiscal year, the Technical Services Department welcomed the following new employees: Barbara King, Lynnette Taylor, Rosalynde Cowdrey, Doris Barie and Grace Ekins. A welcome also goes to Fred Thompson in the Circulation Department and Ginny Bass in the Library Office.

JOB RECLASSIFICATION

Our three Clerk Typists, Barbara King, Barbara Laws-Smith and Doris Barie, had their positions reclassified from Clerk Typist II to Clerk Typist III effective August 17, 1979. Congratulations to them on this upgrade.

TERMINATIONS — CAREER SERVICE

	Effective Date
J. Keith Baker	7/25/79
Nancy C. Constande	8/14/79
Jacqui E. Wheeler	7/19/79
Reavelle B. Stephenson	3/17/80
Gloria M. Harrelson	6/6/80

**MEMBERS OF THE LIBRARY ADVISORY COMMITTEE
as of June 30, 1980**

NAME	TITLE	COLLEGE
Mr. John H. Anderson	Investigator	Police Dept.
Dr. Fred Cole	Associate Professor	Business
Dr. Sally Ann Coltrin	Associate Professor	Business
Mr. Andrew Farkas	Ex Officio Chairman	Library
Dr. Mary L. Grimes	Assistant Professor	Education
Dr. Bruce Gutknecht	Professor	Education
Dr. Kenneth Jennings	Professor	Business
Dr. Satya Pachori	Associate Professor	Arts & Sciences
Dr. Christine Rasche	Associate Professor	Arts & Sciences
Dr. Ron Adams	Assistant Professor	Business

The Library Advisory Committee met quarterly during the school year. The meetings dealt with routine, informational items only.

The members welcomed Dr. Ron Adams who joined the Committee in late 1979. During the year, one member of the Committee, Dr. Mary L. Grimes, was on sabbatical leave.

Andrew Farkas
Director of Libraries

Staff Activities 1979-80 — Highlights

- July 1979 SOLINET Interlibrary Loan Conference, Atlanta, GA (Robert P. Jones)
- July 1979-June 1980 Served as President of the Duval County Library Association (Bruce Latimer)
- August 1979 Workshop sponsored by the State Library of Florida and SOLINET on the OCLC Interlibrary Loan Sub-system, Tallahassee, FL (James E. Alderman)
- September 1979 SUS Interinstitutional Library Committee meeting, Tampa, FL (Andrew Farkas)
- September 1979-
October 1979 Library consultant to the Northeast Florida Area Agency on Aging (Bruce Latimer)
- October 1979 FAME/FLA Annual Conference, Orlando, FL (Robert P. Jones, Linda L. Smith, John M. Hein, Victoria M. Thomas, Mary W. Davis, Sheila A. Mangum, Verna Urbanski, Andrew Farkas)
- 4th International Conference on Approval Plans/Collection Development, Milwaukee, WI (Sheila Mangum)
- Southeastern Library Association Meeting, Tampa, FL (Linda L. Smith)
- Resources and Technical Services Section Pre-Conference Workshop, Savannah, GA (Linda L. Smith)
- Member of SACS Team to Sweet Briar College, Lynchburg, VA (Andrew Farkas)
- Southeastern College Art Conference (slide curators), Atlanta, GA (Doris M. Shriver)
- “Women Moving Upward” Conference, Orlando, FL (Verna Urbanski, Victoria M. Thomas)
- November 1979 Visit to SOLINET, Atlanta, GA (John M. Hein, Victoria M. Thomas)
- SOLINET Advanced Workshop on Serials Cataloging and Tagging, Atlanta, GA (Victoria M. Thomas)
- Demonstration for an OCLC/CLSI interface being presented at the State Library of Florida, Tallahassee, FL (Robert P. Jones)
- ONLINE '79 Conference, Atlanta, GA (Kathleen F. Cohen)
- Speaker at “Where Do I Begin” Seminar, UNF, Jacksonville, FL (Kathleen F. Cohen)

December 1979 Participated in the UNF Library group which supported Channel 7's membership drive, Jacksonville, FL (Sheila A. Mangum, Eileen Brady, Verna Urbanski, Andrew Farkas, Doris Shriver, Barbara Laws-Smith, Kathleen F. Cohen)

Served on Nominating Committee of the UNF Women's Commission (Sheila A. Mangum)

January 1980 Mid-Winter ALA Conference, Chicago, IL (Andrew Farkas)

Florida Interlibrary Loan Improvement Project Advisory Committee meeting, Tallahassee, FL (Robert P. Jones)

February 1980 New England Genealogical Society Workshop, UNF, Jacksonville, FL (Kathleen F. Cohen)

Serials and Budgets Seminar sponsored by FLA Periodicals/Serials Caucus and Collection Development Caucus, Tampa, FL (Victoria M. Thomas, Sheila A. Mangum)

Emergency meeting of the BOR on CLSI, Tallahassee, FL (Robert P. Jones, Andrew Farkas)

Hosted the Census '80 workshop at UNF, Jacksonville, FL (Bruce Latimer)

Statewide Conference on the Handicapped in Higher Education, Jacksonville, FL (Dorothy P. Williams)

March 1980 Assigned as Head of Audiovisual Library, UNF, Jacksonville, FL (Deborah R. Schlackman)

3rd Institute on American Book Publishing sponsored by Emory University's Division of Librarianship, Atlanta, GA (Sheila A. Mangum)

Visit to University of West Florida Library, Pensacola, FL (Victoria M. Thomas)

A-V Festival '80, Tampa, FL (Deborah R. Schlackman)

Demonstration of IBM circulation system, Gainesville, FL (Robert P. Jones, Richard A. Rogerson)

FAWDAC Conference, Tampa, FL (Dorothy P. Williams)

April 1980 Census Users Workshops, UNF, Jacksonville, FL (Kathleen F. Cohen)

Demonstration of Northwestern University Library System & BRS Search System, Gainesville, FL (John M. Hein, Robert P. Jones)

NAFEO Conference, Washington, D.C. (Dorothy P. Williams)

Addressed the Jacksonville Area Research Association concerning public access to the Documents Collection (Bruce Latimer)

Visit to the Transportation Center Library of Northwestern University, Evanston, IL (Eileen D. Brady, Kathleen F. Cohen, Andrew Farkas)

Member of the SACS Accreditation Team to West Nassau High School, Callahan, FL (Dorothy P. Williams)

May 1980

National Conference sponsored by the **Negro Educational Review**, Atlantic Beach, FL (Dorothy P. Williams)

Demonstration of the Cincinnati Electronic Circulation System, Gainesville, FL (Robert P. Jones, Richard A. Rogerson, John M. Hein)

SOLINET Annual Membership Meeting, Atlanta, GA (Andrew Farkas, John M. Hein)

Member of the SACS Accreditation Team to Kennesaw College, Marietta, GA (Andrew Farkas)

June 1980

Resources and Technical Services Division/Association of American Publishers Joint Committee Preconference Program on "Acquisitions for the Eighties," New York City, N.Y. (Sheila A. Mangum, Victoria M. Thomas)

Annual Conference of the American Library Association, New York City, N.Y. (Sheila A. Mangum, Victoria M. Thomas, Andrew Farkas, Verna Urbanski, Eileen Brady)

Visit to warehouse of Ballen Booksellers International, Commack, L.I., N.Y. (Sheila A. Mangum)

Visit to F.W. Faxon (subscription agent), Westwood, MA (Victoria M. Thomas)

Additional

Served as Chairperson of Temple Ahavath Chesed Library Committee, Jacksonville, FL (Deborah R. Schlackman)

In addition to the above, several staff members have taken courses at UNF and FJC

ART DISPLAYS 1979-80

Annual Writing Contest Winners	July 12-Aug. 17	Winning Writing Compositions
UNF Student Photography	July 12-Aug. 6	Student Work
UNF Advanced Photography	July 12-Aug. 6	Student Work
Indian Cultural Society of Jacksonville	Aug. 17-Oct. 1	Everyday garments, utensils, & toys of India
UNF Student Art Work	Oct. 1-Oct. 19	Drawings
Gary Parker-Florida Publishing Co.	Oct. 22-Nov. 17	Staff Photographer
Renee Faure	Oct. 22-Nov. 17	Illustrator; watercolors
Charles Charles Phil Moore	Nov. 18-Jan. 9	Paintings
Piedmont Craftsman Traveling Show	Jan. 9-Feb. 18	"Contemporary Crafts"
Paul Ladnier	Jan. 10-Feb. 1	Photographs
Black History Week	Feb. 1-Feb. 18	Art Display
Isadore Seltzer	Feb. 1-Feb. 18	Illustrator
Smithsonian Exhibit	Feb. 18-Mar. 12	Illustrations-5 critical campaigns & elections
Deleius Music Festival	Mar. 13-Mar. 24	Display
Seven Last Words of Christ	Mar. 24-Apr. 6	Display
UNF Student Photography	Apr. 2-May 1	Student Work
UNF Faculty Art Show	Apr. 4-May 2	David Porter Paul Ladnier Ken McMillan
Mother's Day Display	Apr. 21-May 5	Display
Annual Student Arts Festival	May 1-May 16	Student Work
Norm Kohn	May 16-June 13	Illustrator
Printmaking Display	July 18	Display