

1976

Annual Report 1975-1976

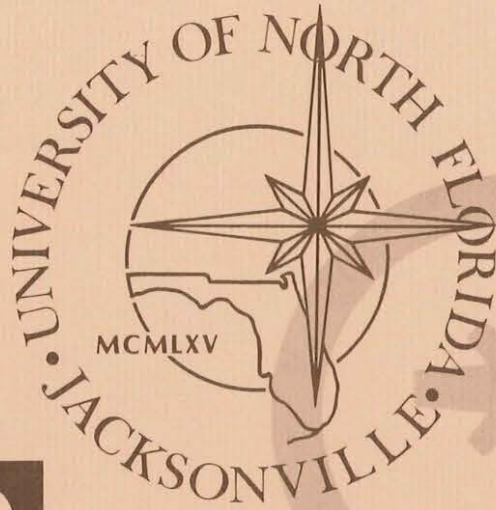
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**ANNUAL REPORT
1975-76**

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INTRODUCTION

Last year's report voiced the hope, collectively expressed by the library staff, that following the often exciting, always eventful, and frequently frustrating periods that made up our initial, formative years, we would finally face a less turbulent, more average year, with fewer problems to solve, fewer "firsts" to confront.

That this wish has become a reality is partly the merit of an excellent, fully trained, professionally mature staff, and partly due to the shrinking budget.

Last year's funding for the universities at the state level has been the least satisfactory within recent memory. Small increases in total dollar amounts were rendered meaningless by mounting inflation; the shortage of funds was felt throughout the university community. Particularly hard hit were the libraries of the State University System. Formula budgeting introduced in Florida at the beginning of the decade ensured an approximation of the fair share of funds for each library as the total capital outlay for books for all State University System libraries was determined at state level. With the reversion to lump sum budgeting implemented for the first time in fiscal year 1975-76, the amounts to be set aside for an spent on library materials became a local decision, dictated by common sense, expedience, exigency, or whim, as the case may be. In all cases, including our own, the libraries' budgets decreased. However, the reduction in our budget in actual dollar amounts was probably the least in the system while the percentage of the E & G budget given to library expenditures at UNF remained the highest: 8.61%.

At the same time it must be recorded that the book budget, while representing a significant effort of a sympathetic and library-oriented university administration, is woefully inadequate for a young library such as ours, in its first decade of operation, still in the throes of trying to build a comprehensive collection that can satisfy instructional and research needs. Concurrently and proportionate to our growth the demands placed on our resources by faculty and students have grown demonstrably more sophisticated. The acquisition cost of various library materials coupled with inflation has risen from \$11.00 per volume in 1972-73 to \$18.06 in 1975-76. This means that if we are to consider 1972-73 our base year of operation — the year the university opened — then in 1975-76 we would have needed an additional \$121,000 book budget to equal the same rate of acquisitions, despite the fact that in that base year our book budget was the lowest to date!

While an annual report is written by nature and design after the conclusion of a fiscal year and after a new one begins, it would be anachronistic to allow for a discussion of the new budget already known at the time of this writing, in these pages. Suffice it to say that the shortage of funds and the fiscal uncertainty that prevails makes long range planning wholly impossible. Drafts of need-oriented budgets have become mere wishful thinking, comparable to a child's letter to Santa Claus. The maintenance of desiderata files, is, at the moment, a futile exercise and contingency plans must be drafted always with less favorable alternatives in mind. It cannot be denied that while both our services and resources have improved, 1975-76 was yet another year when the gap between supply and demand widened noticeably. This disparity makes it difficult for us to meet our objectives, as it made it equally difficult for the libraries at our sister institutions. The collective decline of collection strengths at the State University libraries has severe implications for interinstitutional assistance and the sharing of resources through the interlibrary loan network. While it should be repeatedly emphasized that the University of North Florida library has always enjoyed the backing and generous support of the university administration, the discretionary distribution of funds at the local level that

lump sum budgeting represents cannot be perceived otherwise than a step backwards. Without controls or restrictions that would ensure that a certain percentage of the E & G budget is assigned to library functions, the present change from formula budgeting is not unlike a tunnel at the end of the light.

Understaffing is a persistent problem. The library's supervisors confront a long-range shortage of personnel. Finding a solution has been difficult, mostly because the configuration of the library building inevitably splinters the public service area, thereby multiplying the service points, which all require adequate staffing. The long hoped for increase in staffing did not materialize because of fiscal problems. The one and only paraprofessional position the library has gained this year was promptly frozen along with another position that became vacant to effect some much needed salary savings. Although we do not anticipate significant relief in this area, the release of the frozen positions that have been promised and concurrently with the start of the new fiscal year has already been accomplished will offer some help. In addition, two of our employees now on educational leave are expected to return with freshly earned M.S.L.S. degrees this Fall. Their return will allow not only for the better balance of professional and paraprofessional staff, but also the expansion and further improvement of our services.

The various changes in staffing are recorded elsewhere in this report. What deserves mention here is the fact that neither our output, as reflected in our statistics, nor the unimpaired quality of our services indicate the low staff morale caused by the State of Florida's decision not to authorize salary adjustments or merit increases in fiscal year 1975-76. It is unnecessary to dwell on the economic implications of this measure, yet it cannot be left unrecorded that from an administrative standpoint it is painful to have to demand exemplary performance of all employees and, once it is obtained, to be unable to accord the appropriate rewards. It is to the credit of the entire library staff that operations were not allowed to suffer in consequence of the adverse situation that had arisen beyond our control.

As in previous years, the management of the Library has remained in the collective hands of the professional staff under the coordination and leadership of the Director. All administrative decisions were made with the consultation and consent of the librarians. This arrangement, approved, promoted and enjoyed by all concerned, will have to be re-examined in recognition of the presence of the newly formed union, the United Faculty of Florida, which holds librarians eligible for membership. However, the working relations of the library administration and the librarians have remained unimpaired and we have reasons to express hope that it will remain so.

A continuing concern has been the professional development of our staff. As the section on staff activities indicates, many of us have attended conferences, seminars, and workshops, yet we have not yet found a systematic way to promote the continuing education of the staff. Three librarians have taken courses during the year in their specific fields of job oriented need or interest (automation, accounting, etc.) and six of our paraprofessionals (excluding two persons on educational leave) have also furthered their education, some of them taking courses in library science. Still, we would like to find a way to acquire and share information with each other based on and in addition to the self-imposed perusal of the professional literature. It is mostly the economics of time that prevents the systematic oral dissemination of newly acquired knowledge beyond the time constraints of the regularly scheduled staff meetings.

An on-line receivables system — also discussed elsewhere in this report — was implemented in the Spring and efforts to collect fines from delinquent patrons drove home a point that has been with us (though dormant) since the university opened: that the faculty is subject

to library fines. This institution has adopted from its inception the philosophy that all members of the university community are subject to all of its rules and regulations. The momentary friction created by efforts to collect these fines put this philosophy to a test. The issue (and it temporarily became one) was discussed and debated campus-wide, officially and informally, culminating in a vote in the Faculty Association's biweekly meeting. The motion to request that faculty be exempt from fines was defeated by a comfortable and reassuringly wide margin. The vote can be interpreted in one way only: as the majority's endorsement of our sincere efforts at trying to make the limited resources available all the time to the largest number of readers. The faculty automatically enjoys extended borrowers' privileges and the sole objective of fines—set by the Board of Regents and not the library—is to ensure that the library materials will be returned by the due date or before the expiration of the grace period of one additional week. Recent inquiries into this matter have disclosed that several major universities across the country, independently from each other yet creating a trend, have begun imposing fines on their faculty for overdue books. Thus UNF is neither alone nor pioneering the idea of faculty fines.

The present structure that serves the library was constructed in two phases. The first building had to function as a self-contained library building while a new addition was constructed and completed. This consideration in conjunction with pressing deadlines, fiscal limitations, and a commitment to the existing design resulted in a building that could satisfactorily function as a library yet in many respects fell short of what could have been accomplished under more favorable circumstances. As the master plan of the University called for yet a third addition to the Library, it has been recommended by Mr. William R. Munson, Jr., the Physical Planning Consultant, that the present building be converted into classrooms, teaching laboratories and an A-V Library, and, the projected space requirements thus satisfied, a new library be built. The idea was accepted and approved all the way up to state level. Mr. Munson, in close cooperation with the entire professional library staff, drafted a program for the new building which he has successfully defended in a hearing with the State Board of Planning. Money has been approved and allocated and it is anticipated that by the end of the 1976-77 fiscal year the university will have engaged an architect whose first draft of drawings will be ready for review. It is unwise, in general, to make predictions regarding construction; therefore, the only thing that can be stated with relative confidence is that the building should be completed around the turn of the decade. Contemplating the budget allocations we can realistically expect in the years immediately ahead, it does not appear that we would develop a severe space shortage if the new building is completed on schedule. We all look forward to the period of intensive planning and construction with excitement and anticipation, particularly because for once building activities will not have to interfere with everyday library operations.

Once again it is difficult to find any justification for optimism for the immediate future. To conclude this report on a positive note we can pledge our continued dedication to serving the university community to the best of our abilities, as much for the benefit of our patrons as for our own professional satisfaction. We hope we have been serving in this fashion and we anticipate remaining a vital link in the educational process.

Andrew Farkas
Director of Libraries

TECHNICAL SERVICES DIVISION

In September, 1975, the present writer was named administrative head of the Technical Services Division, a function which he had largely been performing (in the absence of an assistant director for Technical Services) as Acquisitions Librarian. A relatively quiet year in the Division permits the elimination of the usual extensive narrative section and a heavier reliance on the appended statistical presentation.

In other personnel changes, Mrs. Smith, formerly Linda Lockwood, was promoted from Acting Head to Head of the Cataloging Department. Within that department, two additional professional positions were vacated by Florence Prothman and William Piekarski and were filled by Christine Mack and Katherine Owens respectively. Professional and biographical information on these two new A & P staff members is appended. Eileen Brady, a Library Technical Assistant, was granted a leave to pursue a Master's in Library Science at Florida State University. Although her position was frozen during the year, the total number of Library Technical Assistants in the Cataloging Department has been preserved through the transfer of a vacated position in the Serials Department.

At the end of the current fiscal year, Sheila Mangum, Order Librarian, was named Acting Head of the Acquisitions and Serials Departments following the resignation of Ann Henderson, Serials Librarian, in June. (Her last day of work actually fell on July 5.) Mrs. Henderson's replacement when hired will function as a serials librarian with primary responsibility for serials cataloging, but will report to Miss Mangum as her immediate supervisor, thus bringing the acquisitions routines of the Serials Department under the purview of the Acquisitions Librarian.

The Serials Department suffered the greatest turnover in personnel this year. Besides Mrs. Henderson (mentioned above), Arnold Wood, Wynona Saddler, and Linda Carter, all Library Technical Assistants working either half or full-time in the Department, left the library during the course of the year. In addition, Miss Noreen Hamrick, a part-time clerk typist in the Department, left the employ of the Library. In fact, the Division's clerical pool saw a complete turnover during the course of the year with the exception of Martha Lane, one of the library's longest tenured employees.

Due to this extensive staff turnover, many of the intended projects of the Division were either greatly slowed down or were not implemented at all. Supervisors were busy with the hiring and training of new personnel, were highly involved themselves in the discharge of daily routines, and were generally not free to plan and implement formerly scheduled new projects. Factors other than staff turnover were also at play. To wit:

1. No procedural manuals have as yet been compiled although many routines are now recorded in written form. (Staff turnover in addition to constantly revised routines due to SOLINET/OCLC contributes to this state of affairs).
2. No further attempt has been made to implement automated techniques in the Acquisitions Department due to the lack of programming support and planning time.
3. On-line serials cataloging, including the previously announced intention to produce cards for periodicals, has been postponed due to the delay in implementation of card production capabilities for serials by OCLC.

4. The project to revise and update the subject catalog, including the provision of subject cross references, was delayed in implementation until near the end of this Report year due to the late arrival of the long awaited 8th edition of Library of Congress Subject Headings.

On the positive side it will be noted that a substantial reduction has been effected in the size of the library's cataloging backlog (the FASTCAT collection). The negative aspect of this desirable state of affairs, and the reason for its accomplishment, is that while cataloging productivity remained at the same high volume level as last year, the greatly reduced book budget dramatically lowered the volumes acquired during the year by more than six thousand units -- roughly the difference between the size of the backlog this year and last. A sensible reading of the financial picture for the future make the conclusion inevitable that the backlog may be eliminated within the next year, a prospect we can anticipate with greatly mixed emotions.

The acquisition of library materials on examination, through the library's Approval Program, is once again absorbing the lion's share of the book budget after declining last year as a result of the corporate problems of Richard Abel & Co. It is interesting to note, however, that an increase of over 50% in the amount of money spent through approval purchases over last year has effected only a 25% increase (roughly 1600 volumes) in the number of units acquired.

Based on the recommendations of Miss Mangum, and after a review of the library's experience with Baker & Taylor Company's handling of the approval acquisition program, it was decided to change vendors for this important service for the second consecutive year. It was Miss Mangum's feeling that the company was neither rigorous enough in its selection policies nor timely or regular enough in its service to warrant the continuation of our relationship. The company's provision of standing order service for non-subscription serials was also discontinued.

After traveling to the northeast to make an on-site inspection of the facilities and procedures of two potential vendors, Miss Mangum recommended, and the library subsequently selected, Ballen Books as the supplier of the approval program. The experience of other libraries with this vendor has been reported as favorable, and their policy of concentrating on the academic market recommends them for this library's purposes. The program will be rigorously monitored during the course of the coming year particularly in anticipation of a further reduced book budget. No provision has yet been made for standing orders, but a tentative plan is to place many of them directly with the various publishers, let others arrive through the approval program or by acquiring them volume-by-volume as requested, and to discontinue the acquisition of the remainder.

One particular title added by the Serials Department this year counts as the only major purchase for the library. In 1971, the library purchased the ERIC Reports on microfiche from 1966 through 1969. More current material was obtained for patrons from the FERIC Center in Tallahassee. In view of the library's need to support graduate programs in education, and, in particular, of the University's participation in a new Ed.D. program, it was decided to bring the local ERIC fiche collection up-to-date and to continue receiving the fiche as published. Approximately \$12,000.00 was spent for the purpose, and an estimated 163,296 fiche were added to the collection shown in the category "Other Library Resources". Since microfiche are counted eight fiche to one volume, it will be seen that the library's resources dramatically increased by 16,556 volumes with this one purchase.

The Serials Department added only 145 titles to its subscription lists during the course of the year, a large decrease from last year, but still greater than had otherwise been intended. Pending

the completion of a faculty review of all subscription titles (including business and legal services) it is expected that no new encumbrance will be assumed in this area.

Although a thorough review of the effects of SOLINET/OCLC was provisionally announced in last year's Report for inclusion in this narrative, it must be admitted that very little has changed during the course of the year and that the rather extensive treatment which the on-line cataloging system received in last year's discussion is still wholly valid. It must be remembered that not only was the University of North Florida the first library in the state to begin this service (February 1975), plans had been so well laid for the utilization of the system that even by the close of the last fiscal year, on-line cataloging, pre-order searching, and inter-library loan verification were all well established routines. What has followed has all been in the nature of fine-tuning.

During the course of the present fiscal year, the library acquired two additional terminal display units, giving a total of four, thus allowing for more intensive use of the system in the normal workday. One terminal was purchased new from the Ohio College Library Center and the second terminal was acquired at a substantial discount from the Orlando Public Library when that institution surrendered the units used during the COMCAT project.

Besides the utilization of the system for approximately 96% of the library's current cataloging, the Division continues the project of retrospective conversion. The final report of the COMCAT project in December, 1975, showed the University of North Florida far ahead of other State University System Libraries in the percentage of the collection which, to that point, had been input. The library's own goal is 100% conversion, but that will not be achieved for at least another year when serials, multiple-volume and copy holdings, and problem titles from the ongoing monographic input project will have been entered. The project will be at least 80-85% complete by the end of the current calendar year. As a by-product of retrospective conversion and in conjunction with the updating of subject-headings, thousands of old (and usually unreadable) catalog cards are being replaced in the public catalogs.

Further refinements in the movement of materials through the Division allows the optimum balance between cataloging upon receipt of a book and delaying the process when Library of Congress MARC (Machine Readable Cataloging) is not yet available. Not materials are held from public use under any circumstances, for more than a week or two. The provision of an automatic dating system in the processing of books for the FASTCAT collection now makes it possible to select with more accuracy those books which are good candidates for recirculation through the cataloging procedure.

I wish to decline to specify any new objectives for the coming year. The completion of ongoing projects and the implementation of some of those still on the books and yet unbegun will predictably keep us all busy enough.

John Martin Hein
Head, Technical Services

UNIVERSITY OF NORTH FLORIDA LIBRARY
Library Inventory

CATALOGED RESOURCES	1970-1971	1971-1972	1972-1973	1973-1974	1974-1975	1975-1976
Beginning Inventory- Cataloged Units Units of Library	—0—	57,000	86,000	109,507	127,710	148,709
Resources Added Number of Volumes	57,000	29,000	27,316	21,773	20,999	20,595
Lost or Missing	—0—	—0—	—0—	(3,570)	—0—*	—0—*
Ending Inventory- Cataloged Units	57,000	86,000	109,507	127,710	148,709	169,304**
OTHER SOURCES						
Beginning Inventory			3,856	16,230	26,563	39,405
Government Documents		3,856	5,991	10,027	11,086	11,770
Maps			1,133	185	213	254
Music Scores			1,150	—0—	—0—	89
Curriculum Collection			—0—	—0—	1,414	2,239
College Catalogs			675	110	90	810
Telephone Directories			175	11	39	20
E.R.I.C. Documents			est. 3,250	—0—	—0—	est. 16,556***
Ending Inventory		3,856	16,230	16,563	39,405	71,143
TOTAL COLLECTION STRENGTH	57,000	89,856	125,737	154,273	188,114	240,447
NUMBER OF VOL- UMES IN PROCESS			3,809	14,384	15,373	9,487

NUMBER OF VOLUMES IN PROCESS

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

* No inventory taken in 1975-76.

** Includes: 9,036 microfilm reels (1=1)
12 microfiche (91 ÷ 8)
160,256 Books and periodicals

*** Total no. of ERIC microfiche: est. 163,296. 8 fiche = 1 unit.

UNIVERSITY OF NORTH FLORIDA LIBRARY

Acquisitions Department — Central Processing — Volumes Received

A. THE WORKLOAD* (Including FASTCAT Collection)

CATEGORY	Received by Acquisitions	Received by Serials Section	Not Retained	Sub Total	TOTAL
Backlog as of June 31, 1975					15,373
Approval Books	9,202	—0—	(938)	8,264	
Gifts	813	80	(500)	393	
Microfilm Reels	56	646	—0—	702	
Microfiche Units (Pieces divided by 8)	—0—	—0—	—0—	—0—	
Curriculum Collection Materials	105	—0—	—0—	105	
Other Categories	4,048	3,535	(99)	7,484	
TOTAL	14,224	4,261	(1,537)	16,948	16,948
					32,321
Less volumes removed for Cataloging					(20,595)
Less volumes removed for Curriculum Collection					(2,239)

Backlog as of June 30, 1976

9,487

*All library materials except government documents are initially counted as part of the workload whether they are to be cataloged immediately or not.

B. THE CATALOGED COLLECTIONS (General, Reference, Bibliography, Oversize, Special Index/Abstract, Periodicals)

CATEGORY	ADDED	WITHDRAWN	SUB TOTAL	TOTAL
The Collections as of June 30, 1975				148,709
Microfilm Reels	763	—0—	763	
Microfiche Units (8 fiche equal 1 unit)	—0—	—0—	—0—	
All other materials except Curriculum Collection (See Chart C.)	19,993	(101)	19,832	
TOTAL	20,696	(101)	20,595	20,595
				<u>169,304</u>

C. THE CURRICULUM COLLECTION

CATEGORY	ADDED	WITHDRAWN	TOTAL
The Curriculum Collection as of June 30, 1975			1,414
Curriculum Materials	2,239	—0—	
TOTAL	2,239	—0—	2,239
			<u>3,653</u>

UNIVERSITY OF NORTH FLORIDA LIBRARY

Acquisitions Department

BOOK OCO Expenditures in dollars

	<u>1970-1971@</u>	<u>1971-1972 @</u>	<u>1972-1973</u>	<u>1973-1974+</u>	<u>1974-1975</u>	<u>1975-1976</u>
1.) Amount Allocated	600,000.00	480,000.00	305,784.00	390,000.00	427,983.40	352,779.80
2.) Expenditures						
a.) Approval Plans	59,849.35	105,626.85	118,019.54	139,747.54	72,422.46	111,907.59
b.) Monographs (including standing orders)	359,740.07	192,951.28	90,889.33	99,678.99	135,674.76	74,045.19
c.) Backfiles (original & Microform)	134,339.82	70,000.00	28,257.03	45,605.02	74,845.85	28,050.62
d.) Current Subscriptions	.00	25,000.00	33,385.50	59,051.47	72,804.18	80,655.39
e.) Binding	21,610.60	24,000.00	17,151.59	19,036.58	18,533.07	22,290.66
f.) Other (freight, postage, ILL, etc.)	399.96	3,500.00	1,836.01	1,403.06	5,290.87	3,891.21
g.) Cataloging/Processing	2,646.65	43,921.87	14,744.05	16,234.04	45,397.16†	24,139.14**
h.) Instructional Communications	21,413.55	15,000.00	1,500.95	9,243.30	3,015.05	7,800.00
TOTAL EXPENDITURES	<u>600,000.00</u>	<u>480,000.00</u>	<u>305,784.00</u>	<u>390,000.00</u>	<u>427,983.40</u>	<u>352,779.80</u>

@ Figures adjusted from prior Annual Reports to reflect the extrapolation of Processing and/or "Other" expenditures not previously shown.

* That amount of Book OCO used to buy materials for the Department of Instructional Communications.

+ 1973-1974 data adjusted from last year's Annual Report to reflect the final distribution of carried-over funds resulting in a net change of \$15,776.02.

† Includes \$38,569.71 of SOLINET expenditures (3 terminals & Service contracts: \$12,504.; line charges, etc.; and \$25,000. deposit towards cataloging expenses, thus entitling the library to a 6% discount).

**SOLINET

Membership	150.00
Terminal maintenance	2,280.00
Line/modem lease	3,659.15
Data base use & catalog cards	15,000.00
Purchase of 1 terminal	3,049.99
	<u>24,139.14</u>

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department

BOOK OCO Expenditures by Fund

FUND	CODE	DESCRIPTION	1970-1971	1971-1972	1972-1973	1973-1974	1974-1975	1975-1976
0100	e.	Commercial Binding	21,610.60	24,000.00	17,151.59	19,036.58	18,533.07	22,290.66
0200	f.	Freight, Postage & Handling	399.96	3,500.00	1,836.01	1,274.26	4,568.42	3,573.76
0300	g.	Processing/Cataloging	2,646.65	43,921.87	14,744.05	16,234.04	45,397.16*	24,139.14
1000	b.	Library Firm Orders (Monographs)	359,740.07	192,511.83	82,424.04	79,734.29	110,475.20	48,417.70
1100	b.	Curriculum Collection Materials	—0—	—0—	1,487.86	2,073.34	501.14	930.55
1500	f.	Interlibrary Loan Charges	—0—	NKY	NKY	128.80	722.45	317.45
1600	d.	Microfilm/fiche-Subscriptions & STOs	—0—	11,803.75	4,626.75	6,789.84	4,301.60	9,309.54
1650	c.	Microfilm/fiche-Backfiles & firm orders	NKY	NKY	NKY	19,173.19	41,317.69	23,161.43
1800	b.	Replacement of Missing Mater- ial	—0—	—0—	10.50	—0—	62.90	3,000.00
1900	b.	Music Scores	—0—	439.45	1,487.65	—0—	—0—	500.00
2000	c.	Backfiles-Periodicals/Serials **	134,339.82	70,000.00	28,257.03	25,949.93	30,222.16	4,889.19
2100	d.	Subscriptions-Periodicals & Services	—0—	13,196.25	27,973.30	46,542.47	67,045.58	69,341.94
2200	d.	Subscriptions—Newspapers	—0—	NKY	785.45	1,219.16	1,457.00	2,003.91
3000	b.	Standing Orders-Serials & Sets	NKY	NKY	5,479.28	10,529.03	14,771.36	18,938.19
4000	a.	Approval Books	59,849.35	105,626.85	118,019.54	139,747.54	72,422.46	111,907.59
6000	b.	Documents (incl. GPO Deposit Account)	—0—	NKY	NKY	4,299.16	9,824.35	2,080.00
6050	c.	Documents-all microformats	—0—	—0—	NKY	8,006.90	3,306.00	—0—
7000	b.	Pamphlets	—0—	—0—	—0—	—0—	19.85	9.00
8000	b.	Maps	—0—	NKY	NKY	18.17	19.96	169.75
9000	h.	Instructional Communications	21,413.55	15,000.00	1,500.95	9,243.30	3,015.05	7,800.00
		TOTAL	600,000.00	480,000.00	305,784.00	390,000.00	427,983.40	352,779.80

* Includes all SOLINET charges including membership

** Includes all backvolumes and backissues of periodicals but only substantial runs of non-periodical serials (Annuals, etc.); scattered serial backvolumes, all sets and monographic series are posted to fund 1000 or, if received on standing order, 3000.

CODE Category in which the funds are posted in the General Book OCO Disbursement chart (see previous page).

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

Substantial drop in expenditures for books received on approval occasioned by demise of Richard Abel & Co.

UNIVERSITY OF NORTH FLORIDA LIBRARY

Acquisitions Department

Serials Section

TITLES ON SUBSCRIPTION ¹	1970-1971	1971-1972	1972-1973	1973-1974	1974-1975	1975-1976
Beginning Inventory	—0—	—0—	1,160	1,310	1,421	1,805
Newspapers Added ²	—0—	—0—	16	4	1	(1)
Other Serials ³						
a.) Paid Subscriptions	—0—	1,118	122	98	360	141
b.) Free/Gift Subscriptions	—0—	42	12	9	23	5
Year's Total	—0—	1,160	150	111	384	145
Ending Inventory	—0—	1,160	1,310	1,421	1,805	1,940
TITLES ON STANDING ORDER ⁴	—0—	120	237	287	439	487
BINDERY STATISTICS-Volumes						
Books	51	1,382	295	116	1,982	162
Periodicals	2,581	2,625	2,356	3,619	2,198	2,947
Year's Total:	2,632	4,007	2,651	3,735	4,180	3,109
PIECES HANDLED IN SERIALS						
SECTION	Section not yet established	18,351	23,530	25,054	35,624	28,520

¹ "Subscription" implies prepaid service for a defined term such as one or more years.

² "Newspaper" indicates not only a publication issued on newsprint but one designed for the dissemination of general interest news. Computer World and Women's Wear Daily are, thus, not newspapers.

³ "Other Serials" include periodicals or journals, business services, legal services, and certain annuals and yearbooks not received on Standing Order.

⁴ "Standing Order" implies payment issue-by-issue or volume-by-volume as received. Few periodicals are placed on Standing Order, the technique is used largely for annuals, yearbooks, series, and irregulars.

⁵ Includes all items (issues, volumes, film reels, etc.) as received in the Section.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Cataloging Department

	<u>1973 — 1974</u>		<u>1974 — 1975</u>		<u>1975 — 1976</u>	
	<u>Titles Cataloged*</u>	<u>Volumes Cataloged*</u>	<u>Titles Cataloged*</u>	<u>Volumes Cataloged*</u>	<u>Titles Cataloged*</u>	<u>Volumes Cataloged*</u>
MONOGRAPHS						
a.) Advanced Cataloging	1,271	1,271	580	580	214	214
b.) Fast Cataloging**	14,797	14,797	14,367	14,367	14,943	14,943
c.) Added Copies/Volumes	<u>—0—</u>	<u>1,909</u>	<u>—0—</u>	<u>2,306</u>	<u>—0—</u>	<u>1,783</u>
Sub Total	16,068	17,977	14,947	17,253	15,157	16,940
SERIALS						
a.) Advanced Cataloging	64	64	93	93	175	175
b.) Fast Cataloging	114	114	124	124	113	113
c.) Added Copies/Volumes	<u>—0—</u>	<u>554</u>	<u>—0—</u>	<u>535</u>	<u>—0—</u>	<u>699</u>
Sub Total	178	732	197	752	288	987
GRAND TOTAL	<u>16,246</u>	<u>18,709</u>	<u>15,144</u>	<u>18,005</u>	<u>15,445</u>	<u>17,927</u>
CURRICULUM COLL.						
a.) Advanced Cataloging			40	40	353	353
b.) Fast Cataloging**			649	649	400	400
c.) Added Copies/Volumes			<u>—0—</u>	<u>1,658</u>	<u>—0—</u>	<u>1,895</u>
			689	2,347	753	2,648

* Includes only monographs and non-periodical serials.

** Cataloging with NUC copy, resulting in typed copy.

PUBLIC SERVICES DIVISION

During the 1975-76 fiscal year routines in Public Services became more systematized and organized as operations and functions were firmly established. Departmental reports will provide detailed summaries of significant accomplishments in the Reference, Documents and Circulation Departments. This introductory statement highlights notable attainments.

Of note in the Reference Department were several personnel changes, which had a positive effect on the calibre of service we were able to offer our public. Kathleen Cohen was promoted to an Associate University Librarian and named Head of the Reference Department. Bruce T. Latimer, formerly a Library Technical Assistant in the Circulation Department, returned from Library School and joined the professional staff as a Reference Librarian. Louise Gentry, formerly a school teacher in Mercer County, West Virginia joined the Reference staff as a Library Technical Assistant. Mary L. Wright, a Reference Library Technical Assistant, received a Title II-B Fellowship and a State Equal Educational Opportunity Grant and enrolled in the Graduate Library School at Florida State University to work toward an MLS degree. In her absence we hired two part-time Library Technical Assistants. This additional staff provided an opportunity for us to extend and improve our Reference services.

This fiscal year was one of increased utilization of the Documents Collection. All Reference staff members were trained to provide documents reference service. The increased usage may be an indication that the staff's increased knowledge of what is in the Documents Collection and how to access the information encouraged our users to go to the Collection more frequently to meet their research needs.

Automation was foremost in the accomplishments of the Circulation Department. The support programs were replaced by a new package of programs designed and written by the Head of the Circulation Department. These new programs provided for automatic crediting of returned materials, as well as for maintaining all previously automated functions. The rate at which our Cataloging Department has been inputting our holdings with OCLC accounted for the increased number of requests from other libraries handled by our Interlibrary Loan Section.

We look forward to further improving the quality and quantity of services for users.

Dorothy P. Williams
Assistant Director of Libraries
for Public Services

ANNUAL REPORT 1975-1976

PUBLIC SERVICES Circulation Department

This year we have had a settling period. With our manuals written and our procedures defined, we have set about streamlining and improving our operations. Staff morale has been remarkably good, considering poor economic conditions experienced by the State of Florida this year.

On June 1 we had a position opening which permitted us to reconstruct the Department, defining more explicitly the three sections. Richard Rogerson was promoted to Library Technical Assistant II and named Head of the Circulation Services Section; Peggy Berry was promoted to Library Technical Assistant I and was named Head of the Interlibrary Loan Section; James Alderman was promoted to Clerk-Typist III and named Head of the Reserve Processing Section.

To compete effectively in the campus student assistant job market, we raised our beginning salary from \$2.20 to \$2.40 per hour. Student salaries now range from \$2.40 to \$2.90 per hour. Unfortunately, this caused inequities in the salaries for our full-time clerks, whose salaries run in the same range. Efforts to equalize them were thwarted by a freeze on reclassifications.

The Library's OPS budget was cut this year, providing only 5.5 FTE student assistants for the entire library. This was a real blow, especially in the face of our increased volume. Stack maintenance and the security check-point suffered the most. It must also be noted that we have never realized an increase in OPS funds since we opened in 1972, in spite of our physical growth and increasing user demands.

Wynona Saddler, Library Technical Assistant II, who had been a Circulation Assistant and Head of the Reserve Processing Section since we opened, left the Library to embark upon a new career with her husband. She had been a diligent, efficient employee who had a great deal of impact on the development of the Circulation Department during its formative years. As a friend and colleague she will be sorely missed.

Ralph Carnley, Systems Analyst in the Information Systems Department, assigned to Library programming, left the University to take a new position with the University of Florida in Gainesville. With him went a great deal of expertise in batch and on-line programming for the entire campus. He has had a considerable impact on library programming and his absence will be felt in that developmental work for library applications by the Information Systems Department will come to a temporary halt until his expertise is duplicated.

Since the Circulation Services Section handles invoicing for all Library Receivables we have run into particular problems with our not being able to collect cash in the Library. Charges for Interlibrary Loans, microfilm copies, etc. must be invoiced after the fact and often go unpaid. To require prepayment (before the services are rendered) causes public relations problems, since the Cashier's Office is not open during all library hours. The fact that a patron must run around between the library and the Cashier's Office has a definite negative effect on our public relations. Efforts to have a cash "drop" or to handle money in the Library have been ignored or denied.

The Department has continued its 82 hour, 7 days per week schedule.

CIRCULATION SECTION

In December, still using the Mohawk Data Sciences Data Collection System, we replaced the support programs with a new package of programs written and designed by the Circulation Librarian. These programs allow for interactive transactions between files, and thus for automatic invoicing and automatic crediting for returned material in addition to the normal automated functions we had before. This system has permitted us to turn delinquent patron obligations into dollar amounts from which the University may enforce accounts receivable policies and financial holds in the shortest possible time. Documentation of charges is much more complete; system reliability has increased. On-line interactive circulation update system specifications have been drawn up and now await implementation by the Information Systems Department.

The on-line receivables system installed in March of 1975 has proved to be successful—so successful that it has been adopted for campus-wide use by the Finance and Accounting Department Cashier's Office. It provides faster, more efficient record keeping and interfaces to the Financial Hold System. We have used the system to identify extremely delinquent charges dating back to our opening in 1972. Attempts by the administration to collect these charges from faculty and staff made the Library the "heavy" and definitely hurt public relations.

In the face of computer technology changes, Mohawk Data Sciences announced that it is no longer actively marketing its Circulation System. This was followed by an announcement that IBM is no longer supporting its IBM/System 7 for libraries. For this reason no punched card technology is being actively supported at this time. We are therefore considering alternative systems, perhaps utilizing bar code technology.

Statistics for circulating books this year show a decrease from last year. We find this hard to interpret, except that perhaps class assignments have put less emphasis on library research.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Circulation Department

CIRCULATION TRANSACTIONS	1972 — 1973	1973 — 1974	1974 — 1975	1975 — 1976
Manual Transactions	—0—	10,911	3,550	533*
Regular	26,567	42,596	98,437	77,894
In-Library Use	17,261	35,128	45,282	87,095
Reserve Transactions	9,900	14,416	20,889	22,912
Still in Circulation	—0—	3,871	2,966	5,147
TOTAL	53,728	106,922	171,124	193,581

*This figure excludes manual Reserve transactions, which are included in the Reserve Transactions figure.

UNIVERSITY OF NORTH FLORIDA LIBRARY

Circulation Statistics*

(Classification analysis of regular transactions only)

		CIRCULATION	PERCENTAGE
A-AZ	General Works	49	.0629
B-BD, BH, BJ	Philosophy	0	.0000
BF	Psychology	4,478	5.7489
BL-BX	Religion	1,465	1.8808
C-D	History-General	264	.3389
DA	History-Great Britain	527	.6766
DB-DR	History-Europe	1,307	1.6779
DS-DT	History-Asia, Africa	2,020	2.5933
DU-DZ	History-Australia, Oceania	61	.0783
E	History-U.S.-General	2,615	3.3571
F	History-Canada, Lat. Am.	854	1.0964
G-GC	Geography	33	.0424
GF-GT	Anthropology	399	.5122
GV	Sports	1,591	2.0425
H-HA	Social Sciences	178	.2285
HB-HJ	Economics	8,893	11.4168
HM-HX	Sociology	7,047	9.0469
J	Political Science	1,306	1.6766
K	Law	876	1.1246
L	Education	9,048	11.6158
M	Music	1,227	1.5752
N	Art and Architecture	3,267	4.1942
P	Philology, Linguistics	276	.3543
PA	Classics	284	.3646
PB-PD	Modern European Language	50	.0642
PE	English Language	270	.3466
PF-PL, PM	German, Slavic, Oriental Language	431	.5533
PN	Literature-General	1,387	1.7806
PQ	Romance Literature	486	.6239
PR-PS	English and American Literature	5,133	6.5897
PT	Germanic Literature	318	.4083
PZ	Fiction and Juvenile	39	.0501
Q	Science-General	603	.7741
QA	Mathematics	1,844	2.3673
QB	Astronomy	159	.2041
QC	Physics	424	.5443
QD	Chemistry	299	.3839
QE	Geology	97	.1245
QH-QR	Life Sciences	1,671	2.1452
R	Medicine	4,674	6.0005
S	Agriculture	367	.4712
T	Engineering and Technology	2,557	3.2827
U-V	Military and Naval Sciences	321	.4121
Z	Bibliography	936	1.2016
OTH/	Curriculum	4,752	6.1006
	Leisure	3,011	3.8655
	TOTAL	77,894	100.0000%

*Sample: Due to computer problems only 77,894 transactions were available for analysis.

CIRCULATION — LIBRARY COLLECTIONS

	Manual Transactions	Automated Transactions	In Library Use	In Circulation
GENERAL COLLECTION	—0—	77,894	35,640	5,147
RESERVE COLLECTION	11,928	10,984	—	—
REFERENCE COLLECTION	117	—	—	—
DOCUMENTS COLLECTION	135	—	—	—
PERIODICALS COLLECTION	124	—	51,455	—
SPECIAL COLLECTION	157	—	—	—
TOTALS -----	12,461	88,878	87,095	5,147
TOTAL CIRCULATION — ALL COLLECTIONS -----				193,581

IN LIBRARY CIRCULATION

MONTH	MONOGRAPHS	SERIALS	COMBINED
July	2051	5539	7590
August	1626	4764	6390
September	528	965	1493
October	2169	5624	7793
November	1973	4703	6676
December	1091	3293	4384
January	1907	3986	5893
February	2871	4096	6967
March	1624	4327	5951
April	1896	4928	6824
May	2227	5626	7853
June	1371	3604	4975
Other	14306*		
TOTALS	35640	51455	87095

Average Monthly Circulation

MONOGRAPHS	SERIALS	COMBINED
2970	4287.92	7257.92

*Monographs returned by patrons through bookdrops

INTERLIBRARY LOAN SECTION

Interlibrary Loans have taken an interesting turn this year: This is the first year in our experience that the requests of UNF (48%) have more or less equalled requests made by UNF of other libraries (52%). We credit this fact to the OCLC system and also the speed with which our cataloging department inputs our holdings (UNF's is often the only holdings symbol shown for many titles). OCLC has greatly eased our burden of citation verification as well as providing us with more convenient and more accessible locations from which to borrow. The first-time successful orders have increased, thus showing a faster turnaround time which provides our customers with faster service. The COMCAT microfiche, a spinoff of the OCLC input, has been helpful in identifying locations at the point of public contact.

We were again the recipient of a \$1,430.00 grant under the Library Services and Construction Act for the support of the statewide interlibrary loan services and the teletype facility.

In cooperation with our Reference Department and the Borland Medical Library we are now offering computer subject searches from the data bases offered by Lockheed Retrieval Services, Systems Development Corporation, and the National Library of Medicine. While we have not yet had an overwhelming response to this, its impact is gaining momentum. The Library has ordered its own telephone compatible computer terminal.

We have begun an automated system to provide more statistical feedback and analysis of interlibrary loan transactions.

UNIVERSITY OF NORTH FLORIDA LIBRARY

Circulation Department
1975-76 Fiscal Year

INTERLIBRARY LOAN SECTION

A.	Requests of UNF (46.93%)	FILLED	UNFILLED	TOTAL
	Book Requests	422	225	647
	Photoduplication Requests	133	39	172
	TOTALS	555	264	819
		(67.77%)	(32.23%)	
B.	Requests Originated by UNF (52.78%)	FIRST REQUEST	ADDED REQUESTS	TOTAL
	Book Requests	301	157	458
	Photoduplication Requests	356	107	463
	TOTALS	657	264	921
		(71.34%)	(28.66%)	
C.	Requests for Locations (.29%)			5
D.	TOTAL INTERLIBRARY LOAN TRANSACTIONS			1745
E.	Number of Different UNF Requestors			150
F.	Number of Different Libraries Requesting of UNF			137
G.	Number of Different Libraries Used by UNF			124

RESERVE SECTION

The Reserve Section has more or less maintained a consistent level of processing. Work peaks and slow periods have been identified and the procedures established seem to be working well. Since the Reserve Section has slow periods, this section will also take over the public relations aspects of the department in developing handouts and keeping the University community aware of departmental and library functions.

Reserve books are now checked out on the automated circulation system, thus taking advantage of billing overdues, etc., provided by the computer. We hope to get the Reserve data base on line so that processing speed can be increased.

There is a new breakdown of the collection structure (volume) by college and department in the Reserve statistics. Next year we hope to have a more complete manipulation of data to provide use averages and administrative statistics.

Robert P. Jones
Head, Circulation Department

RESERVE CIRCULATION/PROCESSING ANALYSIS — 1975-1976 FISCAL YEAR

	Reserve Circulation Statistics		Reserve Processing Statistics		Reserve Collection Data Base	
	Manual Trans.	Regular Trans.	Requests Rec'd	Items Processed	Active Records	Retired
SUMMER	5,105		273	2,207		
FALL	6,523		386	2,532		
WINTER		5,185	894	1,878		
SPRING		5,012	915	2,469		
SUMMER*	300	787	276	2,147		
TOTALS	11,928	10,984	2,744	11,233	9,022	7,092

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DATA COMPARISON

	<u>1974-75</u>	<u>1975-76</u>
Reserve Requests Processed	7,497	11,233
Reserve Circulation Transactions	20,889	22,912
Reserve Collection Data Base		
Active Records	7,840	9,022
Retired Records	4,651	7,092
Total Records on Base	12,491	16,114

*As of July 1, 1976

RESERVE COLLECTION STRUCTURE

USE BY COLLEGE AND DEPARTMENT -----Number of course reserve lists

COLLEGE/DEPT.	Summer	Fall	Winter	Spring	TOTALS	%
ARTS & SCIENCES	42	44	48	60	194	39.27
Economics	3	2	2	3	10	
Fine Arts	9	5	6	6	26	
History	3	6	7	8	24	
Lang. & Lit.	6	4	5	5	20	
Math	1	1	1	2	5	
Nat. Sci.	2	3	1	9	15	
Pol. Sci.	----	1	4	4	9	
Psychology	13	14	13	16	56	
Soc. & Soc. Welf.	5	8	9	7	29	
BUSINESS ADMIN.	25	24	20	31	100	20.24
Accounting	6	5	3	3	17	
Economics	3	2	2	3	10	
Fin., Ins., & Real Estate	----	2	2	3	7	
Man., Mark., & Bus. Law	12	10	10	15	47	
Trans. & Log.	3	4	2	4	13	
Interdept.	1	1	1	3	6	
EDUCATION	45	51	48	56	200	40.49
Adm. & Supv.	8	8	5	6	27	
Elem. & Sec.	14	19	16	23	72	
Health & P.E.	8	8	15	9	40	
Spec. Ed.	6	2	3	4	15	
Voc. Ed.	----	----	----	----	----	
Interdept.	9	14	9	14	46	
COMBINED STATS.						
ALL DEPARTMENTS	112	119	116	147	494	100.00

RESERVE XEROX STATISTICS

Department	No. pages	Cost @.10 per page	
Accounting	349	\$34.90	
Economics*	300	\$30.00	
Education (Interdept.)	17	\$ 1.70	
Elementary and Sec. Ed.	136	\$13.60	
Health & Physical Ed.	285	\$28.50	
Lang. & Literature	6	\$.60	
Man., Mark. & Bus. Law	297	\$29.70	
Natural Science	51	\$ 5.10	
Political Science	438	\$43.80	
Psychology	379	\$37.90	
Sociology	323	\$32.70	(32.30 + .40 — ILL. min. charge \$1.00 per order)
Special Education	116	\$11.60	
TOTALS	2697	\$270.10	

*Billings — \$10.00 to Department of Economics (\$10 over limit for ECO 301)

Charges incurred through ILL — \$4.50/ 59 pages ordered through ILL
18 pages — no charge from Borland Medical Library

PUBLIC SERVICES Reference Department

This fiscal year saw a slight reorganization in the Reference Department. Formerly, the Head of Public Services, Dorothy Williams, also served as Head of the Reference Department. With the new fiscal year Kathleen Cohen was appointed Head of the Reference Department. Included in the Reference Department are the activities of the General Reference Section, Documents, and Periodicals. With the addition of one new professional librarian to the staff, it was possible to add four hours of reference service on Sunday, bringing reference coverage up to sixty-eight of the eighty-two hours of library service.

In addition to tours for UNF faculty and students, the Reference Department also conducted tours for groups of area elementary and high school students. The Department continued producing subject bibliographies, e.g., U.S. Presidential Elections, A Selected Bibliography, an update to Women: A Selected Bibliography to accompany the Women's Awareness Conference, May 17-20, 1976, and an annotated bibliography on Educational Reference Sources. In the Spring of 1976, the library was able to offer computer subject searches upon request, drawing upon the computer bases of Lockheed, SDC Search Service, and the National Library of Medicine. This service will be completely operational in the fall of 1976 with the installation of our own terminals.

DOCUMENTS DEPARTMENT

The 1975/76 fiscal year was one of increased use for the Documents Collection, especially in the areas of business statistics and congressional hearings. The presence of a nursing program at UNF has prompted the addition of documents in the areas of the health sciences, especially nursing, community health services, and health maintenance organizations.

An important indexing tool was added to the collection with the purchase of Mary E. Poole's 30 volume Classes Added to the Monthly Catalog, 1895-1924. This set makes it possible to locate Superintendent of Document numbers for federal documents published before 1925.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Documents Department

	1971-1972	1972-1973	1973-1974	1974-1975	1975-1976	TOTAL
FLORIDA	2,674	1,506	2,403	2,240	2,819	11,642
FEDERAL	1,182	4,093	7,433	8,707	8,908	30,323
UNITED NATIONS	0	392	0	0	0	392
JACKSONVILLE	0	0	191	139	43	373
TOTAL	3,856	5,991	10,027	11,086	11,770	42,730

PERIODICALS SECTION

The Periodicals Collection grew from 15,000 bound volumes in 1974/75 to approximately 19,000 bound volumes this year, covering over 2,000 titles in a wide variety of subject areas. Some of the new indexes added to better service the periodicals were: Science Citation Index, Social Science Citation Index, and Nursing Literature Index. With the addition of the Boston Globe and the Chicago Tribune, our newspaper collection grew to include twenty-two titles.

The map collection, containing 1,700 maps, was completely recataloged. The pamphlet collection now includes approximately 800 items covering various subjects for supplemental use with other information sources in the library.

Because of the increased demand for ERIC microfiche from the Florida Educational Resources Information Center in Tallahassee, the UNF Library purchased backfiles of ERIC microfiche from 1970-1975, and entered a standing order subscription for future microfiche. Our ERIC microfiche collection is now complete (1966-to date), and is housed in the periodicals area. Additional microfiche reader/printers and microfilm reader/printers were ordered to facilitate the use of the growing collection of microformat materials.

In conclusion, in the past year the Reference Department has seen a heartening increase in the demands on its services and staff. Hopefully the next year will see continued growth and expansion.

Kathleen F. Cohen
Head, Reference and Documents Department

GRANTS

During the 1975/76 fiscal year the library was the recipient of a \$3,918.00 Higher Education Act College Library Resources Grant. These funds were expended to add two hundred and sixty five volumes to the general collection.

This year the library also received a \$1,430 grant from the Division of Library Services of the Department of State. This grant was given and used solely for the purpose of supporting our Florida State Plan for Interlibrary Cooperation Program.

NOTABLE ACQUISITIONS

ERIC

ERIC (Educational Resources Information Center) is a nationwide information network for identifying significant and timely education-related research, much of it grant-supported. The abstracts and indexes for these reports appear monthly in Resources in Education; the entire unpublished reports are available on microfiche. In 1973 the UNF library was able to purchase with grant money the ERIC microfiche from 1966-1969. The Career Education Center in Tallahassee furnished the library with any ERIC microfiche which were not in-house. However, in 1975/76, the demand for the current ERIC microfiche increased substantially. Because of the growing need of undergraduate students for ERIC, and the desire to more fully support the joint UF-UNF doctoral program in education, the library purchased ERIC microfiche from 1970-1975, and entered a subscription for continuing receipt of the fiche. The entire collection of microfiche is housed in the periodicals area, along with the microfiche reader/printers.

THE EARTHA WHITE COLLECTION

In the Fall of 1975, the UNF Library acquired a **portion** of the estate of the late Eartha Mary Magdelene White as a result of the interest in black history of Dr. Daniel L. Schafer, a professor at the University. Miss White, a prominent citizen of Jacksonville, was well-known for her humanitarian endeavors: the establishment of an orphanage for black children, the Old Folks Home for elderly blacks, the Clara White Mission, the Fresh Air Camp for tubercular children, Mercy Hospital, and various business enterprises.

The collection contains the personal papers of Eartha M. M. White: letters, documents, notes and other related items. There is also a large number of photographs, books, and scrapbooks pertaining to black history and Jacksonville's past.

Included within the Eartha White collection but preserved as a separate entity are the R. Lee Thomas photographs. Mr. Thomas' work provides an excellent photographic documentation of events which occurred in the first half of the twentieth century. The collection is available for patron use but does not circulate. It is housed in our Special Collections area and serviced by the reference staff.

UNIVERSITY OF NORTH FLORIDA LIBRARY

Administrative and Professional Personnel

PROMOTIONS

Linda Lockwood Smith was promoted from Acting Head to Head of Cataloging Department.

Kathleen F. Cohen became the Head of Reference Department, assuming the duties formerly held by Assistant Director, Dorothy P. Williams. In her dual appointment Mrs. Cohen also retains her former title and duties of Head, Documents Department.

John M. Hein was promoted to Head, Technical Services, a position left unfilled since 1973. In addition to this title and the accompanying responsibilities, Mr. Hein has remained the Head of the Acquisitions Department.

NEW EMPLOYEES

Christine E. Mack joined the library staff on September 19, 1975. She received both her undergraduate degree in American Studies and her M.A. in L.S. from the University of Denver. Prior to her employment with the University of North Florida she spent four years as a Reference Librarian at the Jacksonville Public Library. Miss Mack is an Assistant University Librarian and her work assignment is in the Cataloging Department.

Katharine C. Owens joined the University of North Florida Library on September 5, 1975. She earned her M.S.L.S. from the School of Library Science at Florida State University before becoming an Assistant University Librarian at the University of North Florida. Miss Owens worked one year at Georgia Southern College.

CHANGES

After a year's educational leave of absence and having earned his M.S.L.S. degree at the School of Library Science of Florida State University, Bruce T. Latimer rejoined the staff in August, 1975, assuming the position of Reference Librarian.

DEPARTURES

William G. Piekarski resigned from his position of Assistant Cataloger on August 31, 1975.

Florence Prothman resigned from her position of Cataloger on December 9, 1975.

LEAVES

Eileen M. Brady and Mary L. Wright, both Library Technical Assistant II's, were granted one year of educational leave of absence. They enrolled in a program leading to the M.S.L.S. degree at the School of Library Science, Florida State University.

STAFF ACTIVITIES — Highlights

- September, 1975 Information Retrieval Workshop. Gainesville, Fl.
(Robert Jones)
- October, 1975 Search Service Workshop, Systems Development Corp.
Falls Church, Va. (Robert Jones)
- November, 1975 Southern Association of American Geographers, Map
Conference. Calloway Gardens, Ga. (Erma Daise,
Katharine Owens)
- December, 1975 Library — Bookdealers Relations Conference
(Sponsored by Brodart, Inc.) Daytona Beach, Fl.
(Sheila Mangum)
- February, 1976 SOLINET Workshop, Tampa, Fl. (John Hein, Katharine
Owens)
- March, 1976 Consultation on Library Annex, Edward Waters College,
Jacksonville, Fl. (Andrew Farkas, Dorothy Williams)
- On-Line Computer Reference Demonstration — Gainesville,
Fl. (Robert Jones)
- April, 1976 Florida Library Association, Hollywood, Fl. (Erma
Daise, Andrew Farkas, Ann Henderson, Robert Jones,
Bruce Latimer, Christine Mack, Sheila Mangum,
Katharine Owens)
- On-line Computer Search Seminar, Lake City, Fl.
(Robert Jones)
- R. Jones appointed Member of Citations and Awards
Committee (FLA)
- A. Farkas appointed member of Legislative and Planning
Committee (FLA)
- May, 1976 SOLINET Annual Membership Meeting, Atlanta, Ga.
(Andrew Farkas)
- June, 1976 Cataloging Consultant to Cummer Gallery of Art
(Linda Smith)
- Special Libraries Association, Denver, Colo. (Erma Daise)

FULL TIME CAREER SERVICE PERSONNEL

<u>NAME</u>	<u>DATE OF HIRE</u>	<u>POSITION</u>
James E. Alderman	5/17/76	Clerk Typist III
Peggy A. Berry	1/10/74	Library Technical Assistant I
Marilyn C. Brown	3/05/76	Clerk Typist II
Mary J. Farr	3/19/76	Library Technical Assistant II
Louise F. Gentry	11/14/75	Library Technical Assistant II
Virginia Johnson	5/09/75	Keypunch Operator
Karen Kent	5/29/70	Secretary IV
Martha A. Lane	9/31/71	Clerk Typist III
Shirley L. McFadden	7/12/71	Library Technical Assistant II
Helen R. McGee	11/25/75	Clerk Typist II
Trudy H. Moore	6/25/76	Library Technical Assistant II
Glenda J. Morris	8/23/74	Clerk Typist III
Thelma M. Parker	3/19/76	Clerk Typist II
Maria F. Penderleith	7/16/73	Library Technical Assistant II
Richard A. Rogerson	7/31/75	Library Technical Assistant II
Christine A. Siim	11/29/71	Library Technical Assistant II
Richard P. Silva	11/15/73	Library Technical Assistant II
Reavelle Stephenson	8/07/72	Library Technical Assistant II

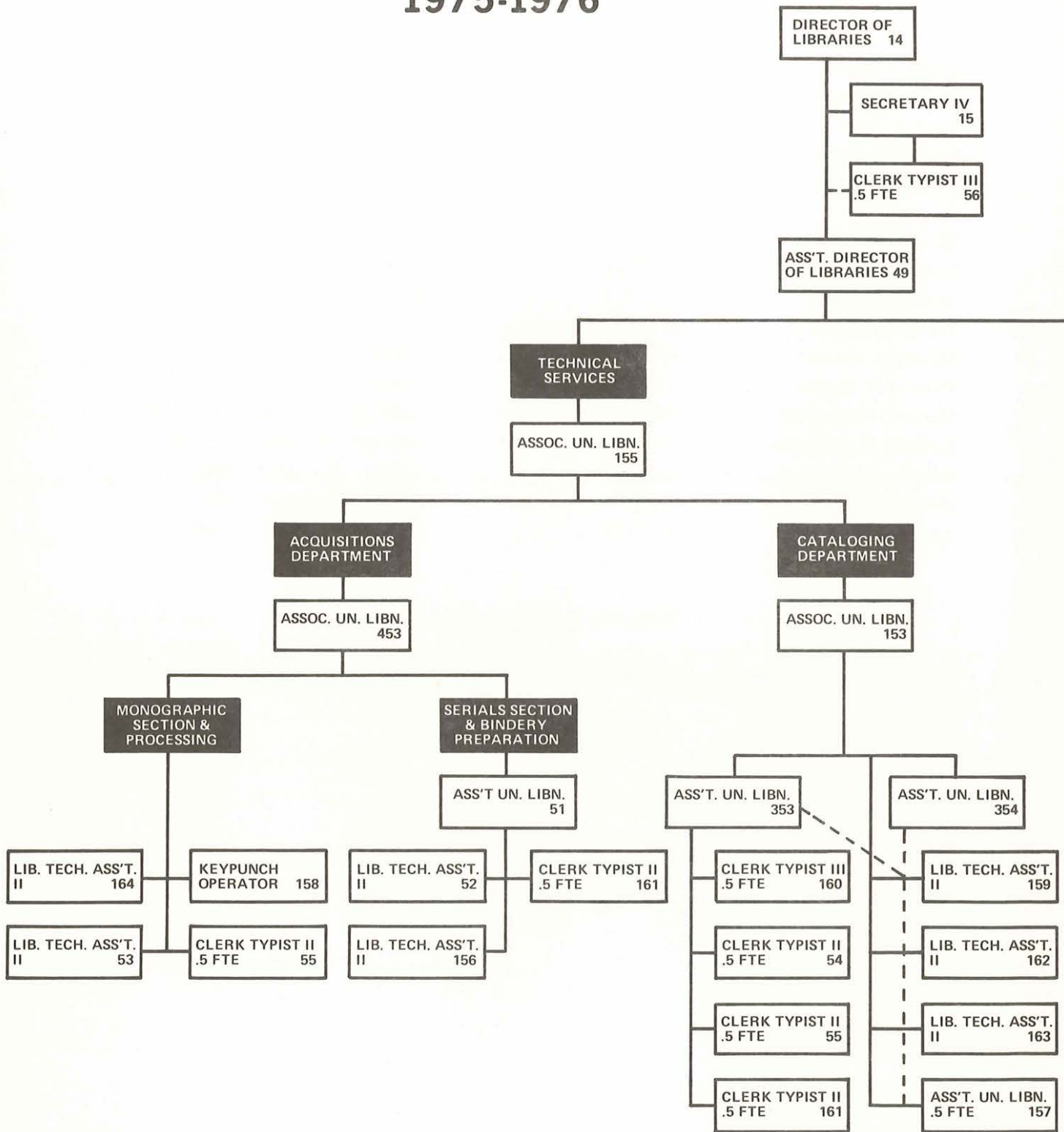
Terminations Prior to June 30, 1976

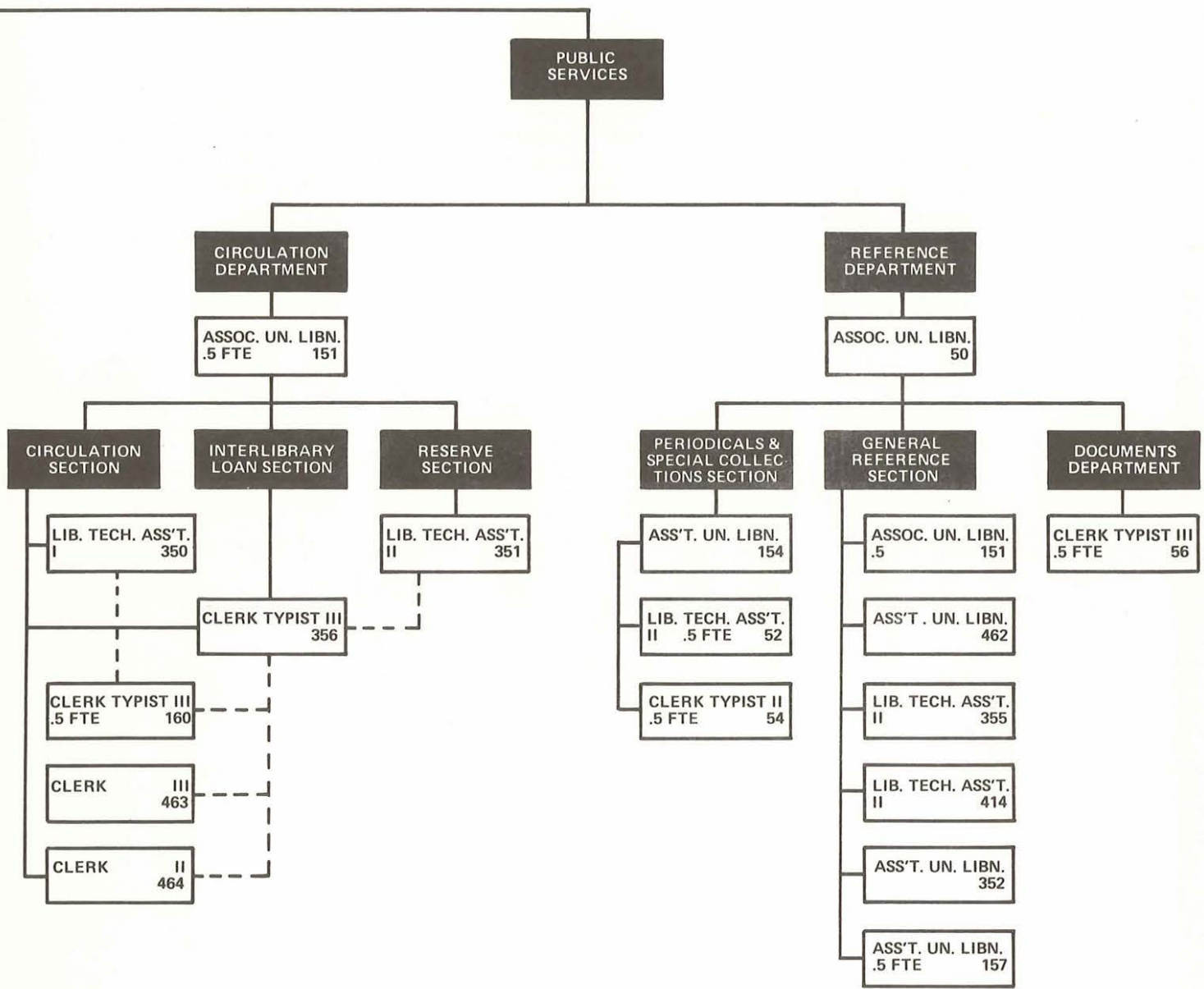
<u>NAME</u>	<u>DATE OF HIRE</u>	<u>TERMINATION DATE</u>
Linda C. Carter	9/10/74	5/17/76
Richard F. Grefe	9/30/74	8/07/75
Noreen E. Hamrick	1/20/75	8/21/75
Carolyn McIlwain	3/19/73	10/23/75
Mary F. Palm	4/05/74	12/30/75
Wynona Saddler	8/23/71	6/01/76
Arnold A. Wood	9/21/73	9/04/75

UNIVERSITY OF NORTH FLORIDA LIBRARY

Table of Organization

1975-1976





LIBRARY SCIENCE PROGRAM

Our modest undergraduate Library Science Program experienced further expansion this year. Mrs. Dorothy Williams taught a course never given before: LIS 304, Young Adult Resources. In addition, several new courses have been developed and submitted for approval to the appropriate committees of the University. These new courses will be phased in during the 1976-77 school year, with one newly authorized directed study program now under way. The new courses will be taught by Mrs. Kathleen Cohen who has also been given the academic title of Assistant Professor to correspond with her teaching responsibilities. In an attempt to utilize our staff's skills to the fullest, Miss Sheila Mangum accepted the assignment to teach the cataloging course, LIS 303 in the Summer quarter of 1976.

As in the past, teaching remains an overload for all instructors of the Library Science program.

The statistical breakdown that follows shows a slight decline in total enrollment. This, in part, is attributable to the fact that in response to local demands, the School of Library Science of FSU brought its Master's program to Jacksonville through the Division of Continuing Education. Those students for whom state certification for school librarianship was a second choice now have the opportunity to pursue the M.S.L.S. degree on a part time basis without having to move out of town or to resign from a full time job. The School of Library Science has agreed to complete a single cycle at which time demands for further courses will be reassessed.

COURSES TAUGHT 1975-1976

<u>Quarter</u>	<u>Course No. & Title</u>	<u>No. of Credits</u>	<u>No. of Students Enrolled</u>	<u>Student Credit Hours</u>
Summer 1975	LIS 300: Introduction to Bibliography/ Reference — Theory	4	4	16
	LIS 305: Audio-Visual Services in Libraries	<u>5</u>	<u>6</u>	<u>30</u>
	SUB TOTAL	9	10	46
Fall 1975	LIS 301: Introduction to Bibliography/ Reference — Practice	2	2	4
	LIS 304: Library Work with Children and Young People	<u>5</u>	<u>12</u>	<u>60</u>
	SUB TOTAL	7	14	64
Winter 1976	LIS 302: Introduction to Library Materials/Acquisitions	5	8	40
	LIS 304: Library Work with Children and Young People	<u>5</u>	<u>6</u>	<u>30</u>
	SUB TOTAL	10	14	70
Spring 1976	LIS 305: Audio-Visual Services in Libraries	5	14	70
	LIS 490: Directed Study	<u>5</u>	<u>2</u>	<u>10</u>
	SUB TOTAL	10	16	80
SUMMARY:	Total Students	54		
	Total Courses	8		
	Total Quarter Hours	260		
	FTE's Generated	17.3		

NOTE: Summer 1975 as shown was included in the 1974-1975 Annual Report. The Current chart reflects the actual school year for 1975-1976.

MEMBERS OF THE LIBRARY ADVISORY COMMITTEE
as of June 30, 1976

Mr. John H. Anderson	Univ. Police CPL		Police Department
Miss Mary Jo Churney	Univ. Police Off. I		Police Department
Mrs. Mary Grimes	Ass't Prof.	Elementary & Secondary Ed.	Education
Dr. B. Gutknecht	Ass't Prof.	Elementary & Secondary Ed.	Education
Dr. K. Jennings	Assoc. Prof.	Management, Marketing, Business Law	Business
Dr. S. Pachori	Ass't Prof.	Language & Literature	Arts & Sciences
Dr. C. Rasche	Assoc. Prof.	Sociology & Social Welfare	Arts & Sciences
Dr. T. Tabor	Assoc. Prof.	Physical Education & Health	Education
Mr. D. Wegman	Ass't Prof.	Accounting	Business
Mr. Andrew Farkas	Dir. of Libraries — ex officio Chairperson		

The Library Advisory Committee held quarterly meetings in 1975-76. In addition to routine topics and information items the Committee discussed at great length the implications of faculty fines. The matter of faculty fines was voted on twice; on both occasions there was only one vote against imposing library fines on faculty.

1975—1976
DISPLAYS SHOWN

David Lauderdale	6/11—7/11	Paintings
Annual Writing Contest	6/30—7/31	Winning Entries
Ger Williamson Painting Class	8/01—9/01	Paintings
Student Art Show	9/01—10/6	All Media
E.K. Carpenter Collection	10/7—11/1	Oriental Art— Dolls and Wood Block Prints
Library Display	11/1—11/17	“What is in the Periodicals Collection”
Works of Memphis Wood	11/1—11/15	Wall Hangings
UNF Faculty Art Show	11/17—1/02	
Works of Belton Wall	1/05—1/22	
Alan Cobler	1/23—2/20	Social Commentary Illustrator
UNF’s Observance of Black History	2/08—2/21	Black Accomplishments
William Dunlap	2/23—3/19	Paintings & Graphics
John Mathias Poetic Works	3/01—3/15	Poetry
Larry Webster	3/29—4/17	Water Colors & Graphics
Charles Faeger	4/18—5/13	Pottery
Bicentennial Committee	5/17—5/23	Reflections on Women
UNF Student Art Show	5/22—6/22	
Staff Art Show	6/23—7/02	

