GREETINGS FROM THE DIRECTOR

On behalf of the Library staff, I welcome readers of the first issue of Books & Bytes. Our aim is to provide information which will help you better understand how the library functions in fulfilling its role in support of the academic agenda of UNF. We plan to use this newsletter as a forum for communicating library policies, addressing user issues, and marking future directions and present accomplishments of our staff and this institution. As the title implies, we expect to cover any and all topics of conceivable interest to the university community, without a rigidly enforced editorial format.

Because we want to address your concerns, we invite you to send us your comments, opinions, and questions regarding the library and its services. Acting on the assumption that the concern of one may be the concern of many, we will try to provide an answer, an explanation, or some pertinent details in response to your questions and observations. We also hope that the information provided through this newsletter will facilitate your use of the many services we offer.

We are pleased and excited about this new step in the continued growth of the library. Our activities have long enjoyed the endorsement of the university community as well as institutional friends, and we hope to continue to earn your approval in the future.

Andrew Farkas, Director of Libraries

A TALE OF TWO BUDGETS: The Ups and Downs of Book Budgets

THE UPS: The 1989/90 $1.6 million book budget allowed us to purchase several items that had been greatly needed but were unaffordable under previous budgets. We bought additional CD-ROM indexes: ABI/INFORM (business), ERIC (education), CIS (government documents), CINAHL (nursing), PsychLit (psychology) and Newsbank (newspapers). We also purchased some major microfiche collections in reading, African-American studies, women’s studies, and labor relations. We filled in gaps of older titles in the literature and history collections, systematically bought additional resources for the new philosophy B.A. program, added many new titles in jazz, and placed over 200 subscriptions for new journal titles, strengthening the undergraduate collections. The Acquisitions and Serials Departments spent all but $1.33 of this multi-million dollar sum.

THE DOWNS: As everyone must know by now, the state budget in general, and the university budget in particular, is in a precarious position, and the library resources budget is no exception. The UNF library book allocation for 1990/91 was originally $1.4 million; of this amount, $250,000 has been recalled. Although the remainder is still a very healthy budget for an institution the size of UNF, we must impose some restrictions on spending due to inflationary increases, especially in journal costs, and the possibility of more recalls. As a result, we are not placing any new journal orders this year until the budget situation stabilizes. We will continue to accept new book order requests, but we will hold them until January, when most monographic ordering begins.
PARDON OUR DUST--During the last fiscal year, the library building underwent some long needed refurbishing. It's wonderful what a coat of paint will do! The original wall colors, so bright and cheerful in 1980, have long since become dingy, dark, and dull. All the walls in the public areas, including the foyers and stairwells, were painted a bright white, with a different colored accent stripe for each floor. In addition, three dimensional floor numbers were hung in the elevator lobbies and are much more readable than the former painted graphics. New carpeting was laid in the main entrance on the second floor and the Atrium. New directional signs and directories have been placed on each floor, making library services and collections easier to find, as evidenced by drastic decreases in directional question statistics. Finally, we have a name plate over the front entrance on the second floor, and the Library's name has been affixed on the top of the building on the west side, facing parking lot 2.

ROOM FOR TWO--A revised carrel policy, approved by the Library Advisory Committee, goes into effect in the Winter semester on a trial basis. Due to the great demand for carrels, each carrel will now be assigned to two researchers, each with his/her own key. Faculty without permanently assigned office space and students may pick up application forms, carrel policy, and regulations in the Director's Office on the second floor or at the Circulation desk.

SYSTEM NEWS--Several important changes were made to the online catalog this past year. The reference librarians were happy to see the addition of cross references to the subject headings; this means that patrons no longer need to consult the "red books" to find the correct headings for a topic, but can find the subject right in LUIS. Also, UNF's index to the Florida Times-Union is now in LUIS, which means that it is the first Florida city newspaper which can be accessed anywhere in or out of state through the NOTIS/LUIS system.

HELP! HELP!--Faculty members and staff can now communicate with the Reference Department through campus PROFS address LIBHELP for reference questions, new book orders, and other information.

Through the campus access to INTERNET, not only can faculty "speak" to faculty at other universities throughout the United States, but they can use the online catalogs of research libraries (e.g., Stanford) accessible through INTERNET.

The community college libraries in Florida are in the process of setting up an online library catalog system similar to the SUS libraries' NOTIS. Eventually patrons at both types of institutions will be able to use the other's catalogs through a transparent interface.

BOOKS, BOOKS, AND MORE BOOKS--For those of you back from a summer off, be reassured that you aren't going crazy--the Reference Collection did shift slightly to the right! So many new titles were added in 1989/90 that the collection needed to expand. The empty space by the windows will be filled by new library faculty offices. The fourth floor had new shelving erected for collection expansion also, and the LUIS terminals have been relocated to a more convenient spot against a wall. Additional shelving will be installed in the Periodicals and Government Documents areas in the first half of 1991.

THE CASE OF THE MISSING CARDS--Did you notice that the card catalog cases are gone? Totally outdated and completely superceded by LUIS, the card catalogs have been moved to the first floor until we can dispose of them. The vacated space is now occupied by a row of CD-ROM indexes.

YOU'RE ON CANDID CAMERA--Another cosmetic change is the new security gate at the main entrance. In addition to being more aesthetically appealing, the new system provides constant visual monitoring of gate activity.

This newsletter is published at least once each semester to inform UNF faculty and staff of library activities. Direct any questions, comments, and suggestions to Kathleen Cohen, Assistant Director of Libraries, 12/2011, x2553.
The Reserve Collection allows the widest possible circulation of a limited number of materials under controlled conditions. This Collection, located at the main Circulation desk, contains two types of material: (1) Course Reserves—class related items set aside by faculty for the use of their students; (2) Permanent Reserves—library titles that have such heavy use that controlled circulation is necessary to assure continued availability. All permanent reserve items have a 2-hour loan period and must be used in the library.

Access to the Reserve Collection is through a reserve list located at the main Circulation desk. Items are listed in alphabetical order by title, by course number, and by instructor’s name. Author, title, number of copies, loan period, and call number are given for each item. Patrons request reserve materials by call number at the Circulation desk. A valid UNF library card is necessary to charge out course reserve materials. The Board of Regents has set fines for overdue reserve materials at 25 cents per hour.

Approximately one month before the end of each term, current reserve lists and instructions are sent to faculty to facilitate placing items on reserve for the following term. Complete lists may be carried over to the next term, past lists may be reactivated, and new materials may be requested at this time. Unless a response to these lists is received by the indicated deadline, the items are automatically removed from the Reserve Collection. Because of limited space, no more than 25 titles may be placed on reserve for each course per term. To expedite the entire process more quickly, faculty are asked to provide all items for reserve, including photocopies along with the folders or notebooks in which items are to be contained. Circulation staff will retrieve books to be placed on reserve from the stacks at the faculty member’s request, but processing may be delayed.

Personal copies of reserve items become a part of the Reserve Collection and are subject to the same restrictions as all other reserve materials. The owner relinquishes control of the material to the Library during the period the item is on reserve. Personal copies are returned to their owners at the end of the term.

In order to place an item on reserve, a faculty member must fill out a Reserve Request Form, providing bibliographic information for the item, as well as loan period instructions. Faculty may select one of three loan periods—2 hour, 3 days, or 7 days—for Course Reserve items at the time they request titles to be placed on reserve. The faculty member must indicate copyright compliance for each item requested. Faculty should submit order requests for books not owned by the Library at least eight weeks before the material is needed for reserve.

As a reminder, new reserve requests and carryover lists should be submitted as soon as possible before the end of the current term to avoid the bottleneck of requests at the beginning of each term. Fortunately, library processing of reserve materials has become more efficient this year, thanks to enhancements in the Reserve Module of the NOTIS online system and a new computer program written by Bob Jones (Library Systems Coordinator) and Systems Analyst Bruce Rouzie (UNF Computing Services). Allow at least two days for processing of requests.

Many faculty are unaware that U.S. copyright statutes affect reserve items. The Reserve Section strictly adheres to the National Commission on New Technological Uses of Copyrighted Works (CONTU) guidelines and the copyright laws. Penalties for violation of copyright are severe. Educators must be aware of copyright restrictions as set forth in Title 17 of the U.S. Code and guard against infringement. The Reserve Section will not accept photocopied items for reserve which do not comply with copyright regulations. A single copy of a portion of a published work is generally acceptable if it meets the tests of brevity and "fair use." Examples of this include a chapter from a book; an article from a journal; a short
story, essay, or short poem; a chart, graph, diagram, cartoon, drawing or picture from a book or periodical.

**Multiple copies** for use in teaching must meet requirements for brevity, spontaneity, and cumulative effect as interpreted by the copyright laws and by CONTU. Although the laws and guidelines are subject to varied interpretations, restrictions are clear and emphatic in some areas. The basic prohibitions in copying for classroom use (which includes copying for reserve collections) are:

1. Copying cannot be used to create, replace, or substitute for anthologies, compilations, or collective works.
2. No copying of or from works intended to be "consumable" in the course of study or of teaching, including workbooks, exercises, standardized tests, test booklets and answer sheets, etc., is permissible.
3. Copying cannot be used to substitute for the purchase of books, publishers' reprints, or periodicals; be directed by a higher authority; or be repeated with respect to the same item by the same teacher from term to term.

**Permission** from the publisher of the work is the only basis for accepting materials for reserve that are not in accord with these established guidelines. Forms used to request "permission to copy" from publishers are available from the Reserve Section. Consult Title 17, *U.S. Code*, and other works available in the Library which interpret the copyright statutes.

For information about Course Reserves contact: Julia Fagge or Geraldine Collins, Circulation Department (x2615).

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**EXTENSION LIBRARY REVITALIZED**

The SUS Extension Library, recently relocated from St. Petersburg to Tampa, has undergone a year-long period of restructuring and reorganization to better serve its clientele. The Type I Institute provides library services to off-campus and continuing education programs of the nine state universities of the SUS.

The Extension Library sends course-related materials, including books and periodicals, to off-campus sites for programs such as the SUS Bachelor of Independent Study Program, the UF Correspondence Study Program, the UF Off-Campus Nursing Program, FEEDS, and library science programs, as well as other courses taught in classrooms remote from the sponsoring institution. In addition to the provision of materials, the Extension Library also fills interlibrary loan requests for students at these sites, answers reference questions, prepares subject bibliographies, and conducts faculty and student orientations.

In preparation for the move to the Tampa location, half-a-mile from the University of South Florida, the collection was weeded extensively to discard out-of-date and little used materials, and to make room for more current titles. Faculty are encouraged to supply the library with suggested titles to support their courses.

For more information about the mission and services of the Extension Library, contact Virginia S. O'Herron, Director, 4105 E. Fowler Avenue, Tampa, Florida 33617-2011, (813) 974-4494.

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**A FRIEND IN NEED**

Please remember the Friends of the Library Account (#105306000). No gift is too small—or too great—and by helping the Library you are helping yourself.
"A journal which is most important to my research interests is now received on microfilm by the library. Why? I HATE reading microfilm!"

Patrons frequently ask why the library receives materials, especially journals, in microformat rather than paper. Although paper format is much more "user friendly" than a hard, cold, clumsy, noisy microfilm machine, several factors contribute to the decision to purchase some library materials in microformat.

These factors include: subscription price, frequency of use, binding costs, fragility of the paper, and unfortunately, frequency of mutilation or loss. Consequently, weekly news magazines, trade journals, and scholarly journals with high usage are some items that are most likely to be purchased originally in, or replaced by, microformat editions.

Journals which require binding several times during the year (at a minimum cost of $10.00 a volume), or journals necessary for an academic program with limited enrollment or for the research needs of a professor, but otherwise not often used by others, may also be ordered in microformat. In addition, due to the lack of sufficient shelving space, journal backfiles --volumes preceding the current subscription--are almost always bought in microformat. For example, we changed the formats of two subscriptions, Chemical Abstracts and Biological Abstracts, for lack of space, high binding costs, rising subscription prices, and relatively low use.

Microformats have several advantages. They last longer than twentieth-century acidic paper, thus preserving information. They are more compact, reducing the costs of storage space and saving binding costs which can be considerable if the title requires several bindings a year. They are more difficult to mutilate and can be replaced more easily if lost or destroyed.

Inflationary subscription prices, upkeep, and storage take a big chunk out of each year's book budget. More money is available for new subscriptions if less money is spent housing, repairing, and replacing materials. At present, microformat provides a cost effective alternative to paper.

However, some journals which might fall into one or all of the above categories would not be replaced in microfilm or fiche. A good example are the art journals which have colored plates or are heavily illustrated. Color in microfilm is unstable after ten years, and thus is not a good storage medium for art plates.

In the near future, patrons will be faced with a larger array of magazine formats. Journal titles on videocassette are already available in some disciplines, and electronic journals (journal subscriptions online through a computer network) are becoming more commonly available. We will probably see journals on compact disc and videodisc very shortly. Unlike today's microformat, none of these new technology journals have ever had a paper format.

While we would all prefer turning pages to rewinding microfilm, we must adjust to the realities of the times... and sigh in fond remembrance of things past.
"WHO YA GONNA CALL?"

To place items on Reserve (Julia Fagge) x2615
To get a library card for faculty, adjuncts, staff (Circulation desk) x2615
To inquire about overdues, fines, etc. (Circulation desk) x2615
To inquire about Interlibrary Loans (Peggy Pruett) x2615
To request new journal titles (Vicki Stanton) x2550
To request new book titles (Sheila Mangum) x2616
To arrange for a library tour (Mary Davis) x2616
To request reference assistance (Reference desk) x2616

You can communicate with the Reference Department through PROFS (user address is LIBHELP). A reference librarian will get back to you as soon as possible with an answer, either through PROFS or by telephone.

Printed guides to the Library and its services are available in the Reference Department. You can access the online catalog, LUIS, not only in the Library but also from your office or remote (off-campus) locations. Pick up LUIS use instructions and sign-on information in the Reference Department.

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**LIBRARY HOURS**

**REGULAR HOURS WHEN CLASSES ARE IN SESSION**

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**EXTENDED HOURS FOR FINAL EXAMS: MONDAY, DECEMBER 3 - WEDNESDAY, DECEMBER 12**

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**TERM BREAK: FRIDAY, DECEMBER 14 - SUNDAY, JANUARY 6, 1991**

**MONDAY - FRIDAY** 8 A.M. - 5 P.M.

**SATURDAY - SUNDAY** CLOSED

**CLOSED FOR HOLIDAYS:**

- THURSDAY AND FRIDAY  THANKSGIVING, NOVEMBER 22, 23, 1990
- TUESDAY  CHRISTMAS, DECEMBER 25, 1990
- TUESDAY  NEW YEAR'S, JANUARY 1, 1991
- MONDAY  M.L. KING, JR. DAY, JANUARY 21, 1991

**CLASSES RESUME: MONDAY, JANUARY 7, 1991**