Books & Bytes Issue No. 04

Thomas G. Carpenter Library

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Again this fiscal year, the Library’s most visible news item has been the declining book budget. We distributed the serials list to the academic departments earlier this month to try to find additional periodical titles which could be canceled to increase the $93,000 cancellation in fiscal 1991/92. In addition, at this writing, we have 2.5 vacant, frozen positions, one of which, in Government Documents, has been unfilled since September 1991.

While this is not good news to any in the UNF community, several positive developments helped to lighten the burden of budgetary vicissitudes. Sunday library hours, eliminated in October 1991, were restored in March, much to our relief and the relief of other area libraries. Due to the closing of the SUS Extension Library in Tampa, we selected about 600 titles from its collection, mostly older titles in education and literature. Generous donations of books and contributions to the "Bucks for Books" campaign enhanced our own collection activity. Most importantly, a last minute supplement to the book budget in June of $122,495 allowed Acquisitions to purchase many of the requests and unfilled orders held due to lack of sufficient funds.

The first Academic Affairs Outstanding USPS award was given to James Alderman, Senior Library Technical Assistant, this September. Jim is well known at the Reference desk for providing excellent service to all library patrons. He keeps the CD-ROM products, other databases, and the microcomputer equipment running in the Reference Department, writes many of the library guides, and conducts library tours. For several years now he has also been teaching English composition courses for St. John’s River Community College and FCCJ in the evenings. Jim has earned both a B.A. and an M.A. in English from UNF. The library staff is very proud of him and his service to the University of North Florida.
MORE KUDOS--University Librarian Verna Urbanski has written *Cataloging Unpublished Nonprint Materials: A Manual of Suggestions, Comments, and Examples*, with Bao-Chang and Bernard Karon, published in July by Soldier Creek Press. Mrs. Urbanski is recognized nationally as an authority in the field of nonprint cataloging.

BALZAC IN RIVER CITY?--The Library participated in the American Library Association-sponsored Banned Books Week, September 26 - October 3. Jacksonville's reputation as the "censorship capital of America" generated much interest among UNF students. Our display, entitled "Read a Banned Book," was designed so that students could examine materials which have appeared on numerous restricted and banned lists.

LUIS, ETC.--The *Database of Accounting Research*, donated by the UNF Accounting Department, is located in Reference. As you may have noticed, LUIS screens look different due to a new version of the software package, NOTIS 5.0. In addition, two Wilson indexes, *Biological and Agricultural Index* and *Applied Science and Technology Index*, are available for one year on LUIS. LUIS now contains full text of many Library guides and information sources, which you can locate through the menu screens, or by typing GOPHER on your PROFS screen.

GPO GOES CD-ROM!!! (by Bruce Latimer, Documents Librarian)--Cashing in on the market acceptance of CD-ROMs, the U.S. Government Printing Office has begun an ambitious CD distribution program aimed at supplying huge data and text files to the public via the Depository Library Program. The Carpenter Library is a member of this program and has been receiving these CDs. Many areas of interest are represented; a few examples follow.

America's business owners tell their story in the *1987 Economic Census*, which for the first time has data available at the ZIP Code level.

Detailed data about the export and import trade are published monthly in *U.S. Exports (Imports) of Merchandise*, arranged by product category, value for the month and cumulated year to date, by port of entry or exit, and by country of destination.

Another file of great interest to the exporting entrepreneur is the *National Trade Data Bank (NTDB)*. With this single source, one may learn everything one needs to establish an export business. A huge subfile called *Foreign Traders' Index* lists all the names and addresses of foreign traders together with descriptions of the products they handle; for example, the aftermarket auto parts business in Nigeria. In addition, the listing also contains the size of the company and names all the products in which it has a trading interest. Come by and try this one out--it's great!

100% count (Census short form) population data from the *1990 Census of Population and Housing Summary, Tape File 1A* make general data available through the block group level for the entire country. Number of persons, size of household, age, and race are some of the data on these disks. More detailed information will be out in late Fall (any time now!!) from *Summary Tape File 3*. You regular users, please be patient!!

At this time, eighteen file titles from the Depository Library Program, and one from a private firm, the *Congressional Masterfile 2*, make up the Documents Department CD-ROM holdings. These disks contain a wealth of information. We can help whether you are a faculty researcher, a student preparing a term paper, a would-be foreign trader, or a government contractor. Give us a try!
INTERLIBRARY LOAN SERVICES AT UNF  
by Geraldine Collins  
Circulation Librarian

Interlibrary loan provides access to library materials not owned by one's home institution. It was not designed, nor was it ever intended, to substitute for the acquisition of library materials in support of the needs of a library's basic clientele. It can, however, provide access to books and journals that are missing, lost, or perhaps outside the scope of the institution's collecting objectives.

Libraries have always recognized the necessity of sharing resources and have been doing so, on a limited basis, since the earliest of times. Through the years, librarians have made continuous progress in organizing and expanding those earlier individual efforts for the benefit of more library users. Local, regional, and national multi-type library information networks have been formed to encourage participation in, and facilitate resource sharing.

Library automation has increased the number and efficiency of such networks and revolutionized the interlibrary loan process. A prime example is the OCLC Union Catalog, which provides access to the holdings of over 12,000 U.S. libraries in one online database. The OCLC Interlibrary Loan Subsystem allows users to electronically send requests to up to five libraries in succession rather than typing and mailing a request to one library at a time. This, of course, translates into faster response time to requests and quicker delivery of materials.

OCLC is the primary system for searching, sending, and receiving interlibrary loan requests for most libraries. As a user of the OCLC Interlibrary Loan Subsystem we are not limited to in-state libraries. We have access to the OCLC Union Catalog which contains the bibliographic records of public, academic, special, and corporate libraries nationwide.

We also have access to RLIN, the online information system of the Research Libraries Group, which provides access to holdings of many of the largest and most prestigious research libraries in the nation. Stanford, Princeton, Yale, the University of Michigan, and The New York Public Library are only a few of the full service members of RLG. It also includes several special libraries, such as the Smithsonian Institution's Archives of American Art and the Engineering Societies Library in New York.

In addition to the union catalog, RLIN has a number of special databases like the Eighteenth Century Short Title Catalog which contains bibliographic records for publications printed from 1701 to 1800 in Great Britain and its colonies. The Research-in-Progress database contains bibliographic records for articles accepted for publication in a selected group of scholarly journals; research grants funded by the National Endowment for the Humanities; and selected conference papers. Although UNF is not a full member of RLG, and cannot borrow from these libraries without incurring a fee, access to the RLIN databases is very helpful in verifying requests and identifying potential suppliers.

The Carpenter Library also participates in the Florida Library Information Network (FLIN), established in 1968 to provide access to the collections of all academic and public libraries throughout the State. FLIN allows us to borrow materials quickly from the other SUS Libraries, as well as public and special libraries in Florida.

At UNF Library, the Interlibrary Loan office, administered by the Circulation Librarian, is located in room 2001, behind the Circulation desk at the 2nd floor library entrance. Senior Library Technical Assistant Peggy Pruett, with nearly twenty years of ILL experience, is responsible for processing the incoming requests.
of UNF patrons. Of course, ILL works both ways, so we also have an active lending unit, coordinated by Senior Library Technical Assistant Alisa Craddock, who processed over 9,000 requests from other libraries in fiscal year 1991/92.

Request forms for ILL are available at the Circulation desk, and Circulation staff can assist patrons in completing request forms. Material borrowed through ILL may be picked up and returned at the Circulation desk.

In addition to the ILL request form, UNF affiliated patrons with active library borrowing privileges can send ILL requests directly to the Circulation Department from any LUIS terminal. Selecting the "Library Request System" entry from the LUIS menu will lead patrons into the online ILL request form for books and articles.

Questions frequently asked about ILL services:

Who may request materials through interlibrary loan?

ILL services are available to currently affiliated faculty, staff, and students of UNF.

How does ILL work?

Your request will be searched, verified and sent to potential suppliers using the OCLC Interlibrary Loan Subsystem. You may check the status of your request at any time by contacting the ILL Office. You will be notified when the requested material is available for pickup at the Circulation desk. The patron is also advised whenever a supplier is not found, or there is a problem that needs clarification before the request can be sent. Materials must be picked up promptly and returned by the due date indicated on the ILL book jacket. Never return ILL materials in bookdrops!

How much does it cost to use ILL services?

The ILL Office does not charge a fee for its services, although many libraries are doing so to help defray costs and to discourage frivolous requests. However, we do pass on the supplier's charges to the patron. Most libraries do not have fees for the loan of books, but almost all libraries, and the many document delivery services, charge fees for photocopied articles. Some add surcharges for special delivery methods, i.e. telefacsimile.

The charges may range between $3.00 and $15.00 for an article, whether it consists of two pages or 10 pages.

At UNF, 80% of our requests are filled by FLIN libraries at no charge. Out-of-state libraries charge copy fees and are used as last resort suppliers. Because charges vary, we ask that patrons always indicate an amount they are willing to pay to receive the article. The suggested minimum amount is $5.00 per request.

What is the loan period for materials borrowed through ILL?

Loan periods, and renewals, if allowed, are determined by the supplier. Requests for renewals must be received a minimum of three days before the item is due. This allows the ILL staff an opportunity to make the renewal request known to the supplier, and to receive a response. Overdue fines are levied to encourage the on-time return of borrowed materials. Delinquency in returning materials, and loss or damage of borrowed items can, and often do, cause serious harm to the voluntary resource sharing relationship between libraries.

Do copyright restrictions apply when requesting articles through ILL?

Yes! Interlibrary loan request forms must have a printed notice warning of copyright infringement, and patrons must sign the request to indicate acceptance of, and willingness to use, copied materials in adherence with copyright laws and guidelines. UNF library reserves the right to refuse a copy request that is believed to be in violation of copyright law. The library distributed an information sheet regarding copyright laws and guidelines with the September 14th edition of the Mariner. Additional copies are available at the Circulation desk.

Are there any library materials I can't borrow through ILL?

Some of the items most libraries do not lend are: local newspapers; videocassettes, sound recordings and other audiovisual materials; genealogy materials; realia, rare books and manuscripts (except on microfilm). Ph.D dissertations and Master's theses are difficult to borrow (post-1954 theses may be purchased).

Please contact the Interlibrary Loan office for additional information at x2615.

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 University of North Florida is only twenty years old, relatively young for a university. Since the institution’s opening in 1972, the library staff has been collecting materials relating to UNF, but in order to attain a broader, more complete collection of documents, we need your assistance in locating relevant items. It is imperative that we begin to make a concerted effort now to collect and preserve these valuable historical resources, before more materials are discarded or lost. This is especially important to remember when cleaning out desks, offices, or filing cabinets. Although we may hold many of the materials you donate, some items continue to elude us. A 1973 campus telephone directory, for example, may be exactly the one needed to make our UNF telephone book collection complete. Photographs of campus events would be especially helpful, as these have not been particularly forthcoming in past years.

Typical questions answered by materials in the Archives are:

- Information about the campus Loop Road controversy;
- The President’s memo regarding Christmas holiday operations in 1991;
- Last year’s Spinnaker article on parking problems on campus;
- Sawmill Slough Club founding date;
- Campus budget listing salaries for 1983 for a salary equity study.

The answers to all of these questions - and many more - can be answered through the resources of University Archives in the Library. It is the depository of all - well, nearly all - university publications and records of historical and research importance.

The collection includes correspondence, documents, files, memos, photographs, and other materials pertaining to the activities and functions of the university and its faculty, staff, and students. We collect all kinds of materials relating to UNF, in addition to the publications you would normally expect to find there, e.g., the Mariner and Spinnaker. We have items in almost every type of format and subject:

- University budgets
- Accreditation reports
- Aerial maps of the campus
- Cassettes of UNF senior music recitals
- Faculty Association minutes
- Invitations and programs to campus events
- Memorabilia concerning campus events
- Posters, flyers, and banners
- Official gifts given to the university
- Photographs of university dignitaries

We are striving to collect two copies of all important resources relating to past events as well as those planned for the future. If you are organizing university events or cleaning up after one, please send two copies of related materials: invitations, programs, souvenirs, brochures, banners, flyers, etc., to University Archives, Library, Building 12. If you are not sure about particular items, contact Eileen Brady, Special Collections (x2618), before discarding any materials. She would be happy to review potential archival acquisitions.

University Archives is a part of the Special Collections section of the Library, located on the third floor. Due to a limited staff, access is by appointment only; the librarian in charge, Eileen Brady, can be reached at 646-2618. Please do not hesitate to call her with any questions you may have about the collection.
"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) x2550
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. You can also reach both the Reference Department and the Interlibrary Loan Section in the Circulation Department through the LUIS menu.

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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<td>FRIDAY</td>
<td>8 A.M. - 6 P.M.</td>
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<td>SATURDAY</td>
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<td>SUNDAY</td>
<td>1 P.M. - 11 P.M.</td>
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EXTENDED HOURS FOR FINAL EXAMS:

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TERM BREAK: FRIDAY, DECEMBER 18 - MONDAY, JANUARY 4, 1993

MONDAY - FRIDAY 8 A.M. - 5 P.M.
SATURDAY - SUNDAY CLOSED

CLOSED FOR HOLIDAYS:

Wednesday, November 11 Veterans Day
Thursday - Friday, November 26 - 27 Thanksgiving
Friday, December 25 Christmas Day
Friday, January 1 New Year's Day