

ANNUAL REPORT
OF THE
UNIVERSITY LIBRARIAN
TO THE
PRESIDENT
FOR THE
1977 - 1978 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

A handwritten signature in black ink that reads "W. David Laird". The signature is written in a cursive, flowing style.

W. David Laird
University Librarian

I. SUMMARY

"Particulars are not to be examined till the whole has been surveyed." -- Johnson, Dr. Samuel "Preface to Shakespeare"

Information found is knowledge gained; 1977-78 was the year of the patron. Materials housed in the University of Arizona Library must be accessible and to make them so the library has embarked on various ventures to introduce its collection to its user.

Patron access has been emphasized in the Acquisitions Department, the Oriental Studies Collection, the Science Library, Special Collections and Current Periodicals. Major acquisitions have been purchased by Music and Special Collections. The addition of new staff in the Cataloging Department, the Center for Creative Photography, and Special Collections provided better service for the user.

Drafts of collection development policies were developed in the Map Room and the Media Center. Computerized literature searching was made available in the Central Reference Department and the Science Library. The Serials Department and the Interlibrary Loan Department made use of computerized systems. A Current Periodicals Room was opened in the Science Library in order to serve an increasing demand. More service hours were provided by the Library Science Library.

The library orientation program with its slide-tape presentation of the library, a self-guided workbook, and library tours introduced the library's wealth of materials and services to 2,997 students. Production has doubled in the Cataloging Department.

Publications were issued by the Central Reference Department, the Media Center, the Science Library and the Serials Department, keeping the user informed of various activities, services and acquisitions. Use has increased in the Center for Creative Photography, Central Reference, Documents, Interlibrary Loan and the Microform Room. The collection was moved into the new library last year. The users moved in soon after and it looks like they are here to stay.

II. STRENGTHS

"How use doth breed a habit in a man!" -- Shakespeare, "The Two Gentlemen of Verona" (V.iv.1)

The two major strengths of the Library are symbiotic, without the other, neither could exist: The Collection is growing as reported by the Center for Creative Photography, the Science Library, the Current Periodicals Room, the microform area, Specials Collections, and, of course, Acquisitions. The staff, which keeps the library running smoothly, is not growing at a pace that matches increased use and increased processing work. That we continue to provide outstanding service is a measure of the intelligence and abilities of an underpaid but dedicated group.

Instructional services by the Map Room and the Central Reference Department are informing students how to best use the resources available to them. The Library Skills Program, developed and administered by the Orientation Librarian, is now a required course. Online literature searches are offered by the library for a fee (but partially subsidized out of the Library's budget to make them more available to students), supplying a wealth of information to the patron in a relatively short period of time.

All in all, the library's strength is that it is dynamic. The collection is made available to the patron by a dedicated staff, geared to making this University's resources noteworthy and accessible.

III. LIMITATIONS

"Some books are to be tasted, others to be swallowd, and some few to be chewed and digested...histories make men wise; poets, witty; the mathematics, subtle; natural philosophy, deep; moral; grave; logic and rhetoric, able to contend." -- Bacon, Francis
"Of Studies"

Additional staffing is needed in order to rid ourselves of a serious limitation: backlogs. In their individual reports the Cataloging Department, the Media Center, Music Collection, Public Services, Technical Services, Special Collection, and Serials all complained of backlogs. The only positive accomplishment in this regard is that now all materials can be accessed through the card catalog, regardless of the material's progress in the processing flow because a temporary slip (under title) is placed in the main card catalog for every item ordered or received and sent through for full processing.

Another major limitation is the outmoded circulation system. A new automated system is essential to continued, adequate loan service.

Space is needed in various ~~of the~~ departments: Center for Creative Photography is desperately in need of storage space as are the Music Collection and Library Science. Documents, Media Center, Current Periodicals, and the Microform Collection all note some space problems despite being housed in the new building. It is worth noting that due to design considerations all of these areas received less space (or more materials) than had been requested in the original building program.

IV. FUTURE PLANS

"Knowledge is of two kinds. We know a subject ourselves, or we know where we can find information upon it." --Johnson, Dr. Samuel in Boswell's LIFE OF JOHNSON, 18 April 1775

A variety of plans are in the making. Implications of a revised catalog code new in January of 1980 (subsequently delayed until 1981) will be studied by the Catalog Department and by a library-wide committee. Collection development policy is being developed and special departmental policies will be created in Central Reference, the Media Center, Maps, Music, Oriental Studies and Serials. Objectives, but with no specific plans yet made: Acquisitions, the Media Center and Oriental Studies will decrease their backlogs; the Documents Department will expand reference services; Public Services hopes to lower the fee for online literature searching. Vacancies must be filled: for the Head of the Science Library, the head of the Media Center, and a reference librarian in the Map Room.

ANNUAL REPORT
OF THE
DIRECTOR OF THE CENTER FOR CREATIVE PHOTOGRAPHY
FOR
FISCAL YEAR 1977-78

SUMMARY:

During the past year, the Center for Creative Photography received significant national attention. Major articles about the Center were published in the March 1978 issue of HORIZON Magazine and the May 8th issue of NEWSWEEK. (The NEWSWEEK article was a review of the Center's traveling exhibition Evidence.) In addition, local newspapers continued and slightly increased their coverage of the Center. Use of the Center increased dramatically over the past year with book circulation (3,693) up 90%, and attendance (15,146) up 53%.

During the past eleven months, the Center applied for ten federal and state grants with a total award possibility of \$56,685. To date, we have received seven of the ten grants applied for, with awards totaling \$40,135. One potential grant for publication was rejected, and decisions on two outstanding grant applications (totaling \$10,550) have yet to be made by the awarding agencies. Private individuals and corporations also made substantial contributions to the Center during this fiscal period, providing a total of \$39,550 in cash gifts. Of this amount, \$10,000 was awarded by the Polaroid Foundation for a Polaroid Foundation Fellowship to benefit students who work at the Center. An additional contribution of \$10,000 is being processed which will create a second student fellowship for the Center. The BAC book of photographs by Dr. John P. Schaefer has produced, as of May 30, 1978, a net amount of approximately \$1,200 for each of the designated recipients (CCP, Mission San Xavier, and a reprinting fund). Gifts of photographs, correspondence archives, and equipment to the Center also increased in frequency and significance. As of May 30, the total appraised value of such gifts was \$77,397. In addition to that figure, is a gift of books, negatives, work prints, etc., valued at approximately \$750,000 which W. Eugene Smith donated to the Center when he moved to Tucson.

From June of 1977 to the date of this report, the Center presented ten exhibitions in the Center and two major retrospective exhibitions in the Museum of Art. These exhibitions ranged from the first major exhibition of the Center's collection to contemporary photographers work to scholarly retrospectives of historical photographers. The Center also brought to the University eleven distinguished artists, critics, and historians of national prominence to lecture free, for the benefit of the students and public. As a service to the field and as a means of disseminating its collections, the Center published two issues of its publication and two exhibition catalogs. On the subject of the Center's publications, the Center has been invited by Northland Press in Flagstaff, New York Graphic Society in Boston, and APERTURE, Inc. of Millerton, N.Y. to embark upon future co-publishing efforts.

Additional highlights of the year include negotiations with Polaroid Corporation for the Center for Creative Photography to become the official repository of the Polaroid Collection. Final agreements regarding the gift are expected to be completed this summer with transition of the works to the Center to be accomplished over a period of years.

Summary (cont'd.)

An additional staff member in the position of Photographic Archives Librarian with a one-year appointment will be added to the Center in August. Two members of the Center's current staff, James Enyeart and Terence Pitts, were invited to lecture at museums and universities across the U.S. In addition, members of the Center's staff attended and were invited to participate in several national and international symposia, including one in Washington, D.C. and one in Mexico City.

During the winter and spring months, the Center was visited regularly by leading artists, historians, curators, and publishers from throughout the U.S., Europe, and South America. These individuals came to see the Center because of its growing reputation and to draw upon its collections for research and publication. Although the year was one of transition with a change of directors, the Center continued to meet the professional demands of its field, inspired original research and new ideas, and contributed to the growth of society's awareness of the arts.

MAJOR STRENGTHS

The basic strength of the Center will always be the growth of its collections and its ability to make those collections available for research, publication, and exhibition. In this regard, the Center's exhibition space was significantly improved by construction of additional walls made possible by a grant from the University of Arizona Foundation. In order to meet the increasing requests of visitors to view prints from the collection, a viewing case, approximately 30 ft. long with plexiglas covers was constructed. The case allows a curatorial assistant to display with maximum security and protection up to 15 or 20 works from the archives. The most notable and perhaps the most important addition to the Center's collections was the acquisition of the W. Eugene Smith Archive. The sheer volume of this archive covers approximately 5,000 square feet of book-size boxes stacked two to three deep. Private matching funds were raised to purchase 75 master works. These prints, together with Professor Smith's gift of negatives, work prints, study prints, books, letters, etc. number several hundred thousand. The acquisition of an archive of this size was feasible and practical because of the Center's dedicated staff who devote many hours of their own time and expense to assure the very highest quality output from each and every program within the Center.

Major Strengths (cont'd.)

In accordance with the Center's desire to serve academic programs on campus, regular staff lectures on the collection and exhibitions were introduced. Within staff limitations, the Center also attempted to increase its programs for research, study, and enjoyment of the library, the audio-video oral history archive, and the photography collection itself. The Center's publication program continues to provide new material and original research from its collections for the benefit of the public and scholars alike.

MAJOR LIMITATIONS

The most severe limitations of the Center are in three areas: pre-cataloging/receiving space; lack of sufficient cataloging staff; and lack of cataloging support systems. The Center's current facility does not have any, let alone adequate, receiving space for incoming gifts and acquisitions. As a result, the central archive room is continually cluttered with boxes, shipping materials, and non-cataloged items. This situation, which cannot be avoided, in turn tends to place the Center's collections (cataloged and non-cataloged) in potential dangers of loss, mix-ups, or damage.

The effectiveness of the Center and all of its programs hinges upon the cataloging staff's ability to maintain a reasonable ratio of cataloged and non-cataloged items. To date, the Center has only two full-time catalogers (including the new staff addition arriving August 1978) which is approximately one-third of what is normally required for an institution with three professional or faculty staff members. The greatest danger for a young institution like the Center is that, if it does not keep up with cataloging, it could fall victim to the growth of its own collections, thereby compromising its reputation and usefulness. The Center currently needs not less than two (and preferably three) additional catalogers in order to maintain even a minimal rate of growth. Our ability to make the Center and its collections a living, breathing archive will, to a large extent, determine the success of our future efforts to obtain gifts and other archives.

Major Limitations (cont'd.)

Equally important is the Center's inability to make efficient use of its computerized cataloging program. The Center does not have its own computer terminal and as a result must rely upon the free time of the programmers in the Anthropology Department. Even with our current limited staff, we are able to prepare the Center's collections for cataloging and computer input at a rate which is beyond the time and capabilities of the current programmers. The result is an inefficient bottleneck in the Center's operations.

The Center also greatly needs its own microfiche camera in order to record its ever-growing collection. To date, very little of the Center's archives, except for a few small collections of correspondence, have been put on microfiche.

An attempt will be made to solve the Center's needs for a computer terminal through grant applications to federal agencies. This summer a grant application will be prepared for the National Endowment for the Humanities which has programs specifically designed for this purpose. The microfiche camera is a smaller item and in a sense tied to staff needs.

The Center's current budget has not changed since its opening, yet its collections and responsibilities have grown at a consistently rapid rate. From time to time, some staff needs can be alleviated through student help, volunteers, grants, and contributions from corporations like Polaroid Foundation. However, such staff additions are generally temporary and usually related to a special project rather than cataloging. Continued efforts will be made to raise funds from foundations and the private sector but, in the long run, the Center's state budget will have to be increased to meet staff needs.

FUTURE PLANS

Future plans for the Center must be divided between long and short-range goals. In the immediate future, the Center will be placing increased emphasis on its publication program. Both private and public grants will be sought to increase the depth and frequency of the Center's regular publication which is devoted to in-house research and dissemination of the collections. The Center will also become increasingly involved in co-publishing efforts of the Center's collections with major commercial publishers. Funding for these co-published efforts will be entirely the responsibility of the commercial publishers except when grants are obtainable by the Center.

Future Plans (cont'd.)

Among the most immediate goals of the Center is a three-year fund-raising effort to purchase 2,000 master prints for the W. Eugene Smith Archive. This program will begin in the fall of 1978. The most important of our long-range goals include plans for funding a new building for the Center and an endowed fund for acquisitions. The quality of the Center's programs and collections and our ability to make the collections available will eventually depend upon the quality of our facility.

THE ANNUAL REPORT
OF
THE ORIENTATION LIBRARIAN
TO
THE UNIVERSITY LIBRARIAN
FOR
1977-78

Summary

While Shelley Phipps has been on a leave of absence for the year, the duties of Orientation Librarian have been filled by Lois Olsrud and Ruth Dickstein. The fall of 1977 was the first fall semester in the new library and the number of tours and instructional sessions given increased substantially over the previous year. By June 30, 1978, a total of 9,936 persons received library instruction through the Library Skills Program, subject specialty instruction and library tours.

During the first semester of the 1977-78 academic year, the Library Skills Program (LSP) began its first year of total implementation. Students began the program by attending a slide-tape presentation in the library conducted by library personnel. The slide-tape was written and produced by members of the library staff. The major part of the program, completion of a self-guided workbook, was a requirement of all students taking English 2 or 3, the basic English Composition classes. A total of 2,991 students completed the program during the school year.

In addition to the English 2 and 3 students participating in the LSP, two classes of New Start students used the workbook in the summers of 1977 and 1978, respectively. Med-Start, a summer program conducted by the Arizona Health Science Center, requested basic library instruction for about 30 of their students. A three-part program including a slide-tape presentation, library tours, and some workbook assignments was prepared for them.

Because of student and faculty dissatisfaction with the self-guided tour in the first part of the workbook, members of the Orientation Advisory Committee revised the workbook integrating the tour into the assignments. This new workbook will be in use by the fall of 1978.

A model program for instruction of undergraduate science majors, which began last year, was expanded with all sections of the English Department's Technical Writing Program participating. Over 200 students were involved in a science bibliographic program developed by Joan Murphy, Science Librarian, and Dorothy Fuller, English Lecturer. In addition, cooperation continued with a bibliographic program for Dr. McCormick's Electrical Engineering I course.

Major Strengths

The smoothness with which the Library Skills Program was instituted was a credit to all the library staff involved. The instructors of the English 2 and 3 classes found that it easily became incorporated into their curriculum. The Program was intended to introduce students to the library and establish basic patterns of behavior in library use. It was expected that the basic knowledge learned in English 2 and 3 would then be built upon with more formal instruction in English 4 and subject bibliographic instruction in higher level courses. By the end of the 1977-78 academic year all students who have completed either English 2 or 3 will have been introduced to the U of A Library and have received instruction in the use of basic reference tools.

By incorporating the LSP into a basic required course, more students at the U of A are systematically being introduced to basic library research skills. This fills a need that has been recognized by many faculty members, including the Committee of Eleven, as lacking in the education of students who are in upper level courses.

As a result of national publicity about the Library Skills Program that has appeared in College and Research Library News, December 1977, and Library Journal, November 1, 1977, requests for information about the program and copies of the workbook have been received from 57 colleges and universities in the country.

In addition to the Library Skills Program, library instruction and orientation is becoming a major aspect of the library's program. The success of the library tours and bibliographic sessions is dependent upon the cooperation and willingness of the library staff, and the competent assistance of so many is a major strength of the program. This year the provision of funds for an Orientation budget specifically for the preparation of bibliographies and other teaching aids for class sessions and typing assistance was a definite asset and should be continued.

Major Limitations

Since this was the first year of the full implementation of the Library Skills Program, total costs and revenues could not be predicted. Wages for students hired to mark the assignments, keep records, and give assistance in the Central Reference Room accounted for a major part of the budget. The necessity for the LSP to be almost entirely self-supporting based on income from the sale of the workbook puts an extra burden on the students who must be charged at a level to sustain the basic cost of the workbook plus the other program costs. In order to lower program costs, it may be necessary to find easier methods of marking the assignments, hire fewer LSP assistants which would require additional support from the Central Reference Staff, and investigate less expensive means of printing.

Administering the LSP proved to be extremely time-consuming. The Orientation Librarian will have great difficulty in continuing other instructional programs at the level now provided, as well as expanding services, if she is also responsible for the total administration of the Library Skills Program. An additional $\frac{1}{2}$ FTE Librarian to act as a LSP Assistant to the Orientation Librarian will be essential to maintain the continued level of library orientation and instruction.

Future Plans

Because of the Orientation Librarian's absence this year, the Orientation Advisory Committee continued programs previously established. With the return of Shelley Phipps, these programs will be re-evaluated for implementation.

The Library Skills Program will continue to be a part of the English Composition course. Requests have been received for expansion of the program to reach transfer students who have fulfilled their English 2 or 3 requirement elsewhere. Plans for evaluating the Library Skills Program are being considered for the 1978-79 academic year. As mentioned in "Major Strengths" attempts will be made to reduce costs.

The English Department is planning with Craig Hawbaker in Central Reference for a program with classes in business writing patterned after the Technical Writing project developed by Joan Murphy (Science Library), and Dorothy Fuller (English Department). Geosciences has approached Ms. Murphy about the possibility of developing a similar program for their department.

Library Skills Appendix 1

Orientation Advisory Committee (OAC):

Steve Bahre	Douglas Jones, Chairman
Ruth Dickstein	Lois Olsrud
Nancy Douglas	Karen Seibert
Edith Ferrell	
Sylvia Geiger	Student Assistants: Victoria Mills
Mirene Hazebrouck	Jan Wright

The loss of Karen Seibert and Nancy Douglas from the OAC has been keenly felt, but we are very fortunate to have added to the Committee two outstanding individuals: Sylvia Geiger and Mirene Hazebrouck. In the absence of the Orientation Librarian (who normally chairs this Committee), Karen Seibert chaired the Committee from July, 1977, until she left in March, 1978. At that time Douglas Jones became Chairman.

The thoughtful advice and continued hard work of each OAC member has played an essential part in the success of the Orientation Program. During the Fall, 1977, the OAC worked closely with Ruth Dickstein, LSP Coordinator, helping her to deal with the myriad problems of implementing the LSP on a large scale. Winter and Spring, 1977/78 were largely devoted to the revision of the LSP workbook by the Revision Subcommittee consisting of Douglas Jones (Chairman), Ruth Dickstein, Mirene Hazebrouck, Vicki Mills, and Jan Wright--with Steve Bahre in charge of graphics and technical problems. Special thanks are due to Doug, Ruth, Mirene, Vicki, Jan, and Steve for their many hours of thoughtful writing and patient editing without which the revision could not have been done.

With the LSP now underway and with the return of the Orientation Librarian, the OAC will have more time to address other problems and opportunities for the Orientation Program in the coming year.

Library Skills Statistics Appendix 2

Students Completing the LSP

Fall Semester (1977)	2,124
Spring Semester (1978)	697
Summer Session I (1978)	82
New Start (1977)	40
New Start (1978)	48

Total	2,991
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Other workbook type instruction

Med-Start (1978)	31
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Total	3,022
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Slide-Tape Presentation

A slide-tape program covering the history and development of libraries, specialization of libraries, the U of A Library and the variety of materials in its collection, and the relation of the student to this library was written and produced by library staff. Involved in preparing this program were:

Steve Bahre
Chris Johnson
Shelley Phipps
Jan Wright
Vicki Mills
Ruth Dickstein
Robert Mitchell

Each slide-tape presentation was conducted by volunteers from the library staff who devoted much time to prepare for their excellent programs. Over 80 of these introductory sessions were conducted during the 1977-78 academic year, plus summer school. The following people have participated in conducting these presentations.

S. Bahre	R. Mitchell
B. Holt	M. Rhoads
M. Mayhew	K. Siebert
S. Geiger	N. Douglass
B. Hintzman	D. Jones
B. Parsel	M. D. Palsson
M. Hazebrouck	V. Mills
S. Ellsbury	J. Wright
	R. Dickstein

Appendix 3

Instruction and Tours

Statistics for 1977/78

	<u>Sessions</u>	<u>Persons</u>
Summer Session II 1977	No record	
Fall Semester 1977		
University Classes	121	2877
Other Groups	66	880
Spring Semester 1978		
University Classes	95	1934
Other Groups	70	949
Summer Session I 1978	13	274
	<hr/>	<hr/>
Total	365	6914

The following people have participated in instruction and orientation sessions this past year for faculty, students, and the community at large:

R. Adams	3	J. McKay	6
S. Bahre	18	R. McLachlan	6
P. Barton	11	R. Mautner	3
M. Blakely	2	M. Mayhew	9
R. Boone	4	R. Mitchell	8
V. Cassady	3	J. Murphy	22
C. Coumans	4	J. Myers	1
M. Craig	3	M. Norden	1
N. Douglas	1	L. Olsrud	39
E. Ferrell	32	M. Palsson	4
S. Geiger	5	B. Parsil	15
M. Golrick	2	C. Peters	3
B. Gramer	6	E. Phillips	4
K. Griffin	6	M. Rhoads	7
A. Hause	3	V. Rice	9
C. Hawbaker	15	K. Seibert	4
M. Hazebrouck	16	S. Seide	9
L. Hieb	1	G. Sonntag	3
L. Higley	21	I. Sonntag	13
B. Hintzman	8	R. Swedenburg	10
B. Holt	8	P. Wright	11
D. Jones	13	C. Zigler	1
C. Kacena	4		
S. Khan	4		
E. Livermore	1		

Fall Semester 1977/78

UNIVERSITY CLASSES

<u>Courses</u>	<u>Sessions</u>	<u>Students</u>
<u>Accounting</u>		
Accounting 121	2	200
<u>Agriculture</u>		
Agriculture Education 315	1	7
Information Sources for Ag. Scientists 209	3	18
<u>Art</u>		
Teaching Art in the Secondary Schools	1	30
Foundations of Art Education 150	2	40
Art 363 Issues and Recent Research	1	15
<u>Business and Career Education</u>		
Methods of Teaching 282	1	15
<u>Chemical Engineering</u>		
Intro. to Chemical Engineering 3A	1	70
Chem. Eng. 199	1	9
<u>Economics</u>		
Economic History of Europe 205	1	29
<u>Education</u>		
Elementary Education		
Methods & Materials in Bilingual Education 226	1	35
Teaching Science in the Elem. Sch.	1	30
Teaching Reading 123	1	30
Block Program for Elementary Educ.	1	30
Secodnary Education		
Teaching in Secondary School 130-3	2	55
130-4	1	25
Teaching Social Studies 190-U	1	26
Principles & Curricula of Sec. Ed.	6	111
Higher Education		
Community College 360	1	30
Higher Education in the U.S. 301	1	30
Educational Foundations & Administ.		
Educational Research 303	3	128
Educational Sociology 378	1	12

<u>Courses</u>	<u>Sessions</u>	<u>Students</u>
<u>Electrical Engineering</u>		
Introduction to Elec. Engineering	6	145
Nuclear Engineering 2A	2	42
<u>English</u>		
English 4. Composition	27	610
English 5B English as a Second Language	8	153
English 65 Major American Writers	1	30
English 108 Technical Writing	5	110
English 212 Teaching of the English Language	1	20
<u>Finance</u>		
Personal Finance 101	1	60
Investment Portfolio Management 221	2	64
<u>History</u>		
Historiography 296 A	2	34
<u>Home Economics</u>		
Experimental Foods 231	4	40
Textiles 254	1	32
Clothing & Textiles 310	1	7
<u>Library Science</u>		
Materials for Instructional Media	1	25
Selection of Library Materials	1	35
Technical Service Problems 348	3	47
Library Science Class (for Gothberg)	1	9
<u>Mexican-American Studies</u>		
	2	45
<u>Music</u>		
Music Bibliography	1	20
Music Education	1	17
<u>Nursing</u>		
Analysis of nursing problems 179	1	18
<u>Oriental Studies</u>		
Oriental Studies 269	1	11
<u>Political Science</u>		
Black Studies	1	10
Contemporary Internatl. Politics 150	1	80
United Nations 60	1	30
<u>Psychology</u>		
Assessing Individual Differences 250	1	26

<u>Courses</u>	<u>Sessions</u>	<u>Students</u>
<u>Public Administration</u>		
Correctional Rehabilitation 245	1	10
Correctional Theory 340	1	15
Advanced Health Systems 380	1	22
Correctional Process 240	1	35
<u>Romance Languages</u>		
French		
French 310 Materials & Methods of Research	1	7
French 205A Literature of the 18th Century	1	25
Spanish		
Spanish 273 Bilingual Teachers	1	30
Spanish 275 Advanced composition and conversation	1	25
Spanish American Poetry 353A	1	8
<u>Sociology</u>		
General Sociology 101	1	35
<u>Groups other than classes</u>		
<u>Sessions</u>		
<u>Persons</u>		
General Building Tours (First two weeks of the semester)	9	56
Freshmen from Pima Hall	1	6
International Students	3	36
Hopi Tribe	1	18
American Indian Students	1	15
Faculty and Graduate Students:		
Art Museum Staff Members	1	3
English Dept. New Teaching Assistants	1	15
Romance Language Department Faculty	1	13
Russian & Slavic Department Faculty & Grad Students	1	17
Electrical Engineering Faculty & Students (In Eng. 301)	1	4
Geoscience Dept. (In Geol. 206)	1	30
Soils Dept. Faculty (In Agr. 134)	1	20
Entomology Graduate Students & Faculty	1	25
Pharmacy Department Faculty (In Science Library)	1	35
Computer Science Faculty (In Science Library)	1	7
Research professors in Physics Dept. from Russia	1	2
New Graduate Library School Students	2	50

<u>Groups other than classes</u>	<u>Sessions</u>	<u>Persons</u>
School Groups		
Nogales H.S. Juniors and Seniors	4	86
Marana H.S. Seniors	3	50
Rincon H.S. Advanced Speech	1	6
Cholla High School	2	30
Maxwell School	1	28
Sabino H.S.	1	15
Sahuaro H.S.	1	20
Community Groups		
Tucson Skill Center	1	4
District 1 Schools: In House Education Program for Teachers	1	30
Tucson Fire Station No. 5	1	8
Pima College Faculty Members (In Science Library)	1	12
Pima College - Practical Communication	1	23
Pima College Library Reference Services	1	32
Pima College Writing 102	4	77
Am. Water Resources Conference Wives	3	50
Girl Scout Troups	2	31
Unexpected group in Map Collection	1	6
State Groups		
State Legislators	1	6
JAM of ASLA (Arizona State Library Assoc.)	1	7
Individuals	7	7
Total no. of University Classes		
<u>1st Semester 1977:</u>	<u>Sessions</u>	<u>Students</u>
August	3	97
September	70	1719
October	33	752
November	15	309
Total	121	2877
Total no. of other groups		
<u>1st Semester 1977:</u>	<u>Sessions</u>	<u>Persons</u>
August	8	133
September	19	168
October	12	194
November	14	219
December	13	166

<u>Total for Fall Semester 1977:</u>	<u>Sessions</u>	<u>Persons</u>
University Classes	121	2877
Other Groups	66	880
Total	<u>187</u>	<u>3757</u>

Spring Semester 1977/78

UNIVERSITY CLASSES

<u>Courses</u>	<u>Sessions</u>	<u>Students</u>
<u>Accounting</u>		
Federal Income Taxation 121	2	245
<u>Anthropology</u>		
Processing Museum Materials 22b	1	25
<u>Art</u>		
Art 190L Teaching of Art	1	25
Foundations of Art Education 150	1	15
Survey of World Art	1	12
<u>BPA</u>		
Business and Economic Forecasting 353	1	16
Business and Career Education 282	1	10
<u>Cell and Developmental Biology</u>		
Cell Biology 10A	2	40
<u>Electrical Engineering</u>		
Electrical Engineering	3	31
<u>Education</u>		
<u>Education Foundations and Administration</u>		
Education and the Culturally Diverse 320	1	30
Educational Research 303	6	175
<u>Secondary Education</u>		
Principles and Curricula 129	4	95
Teaching Secondary Schools 130	1	20
Teaching Bilingual 190J	1	3
Teaching Social Studies 190U	1	25
Secondary Education 217 Visual and Auditory	2	25
Coordinating AV Materials 316	1	15
<u>Elementary Education</u>		
Methods and Materials in Bilingual Ed. 226	1	16
Doctoral candidates	1	15

<u>Courses</u>	<u>Sessions</u>	<u>Students</u>
<u>English</u>		
English 4. Composition	13	292
English 5B. English as a Second Language	7	133
English 212. Teaching English Language	1	22
English 108. Technical Writing	5	112
<u>Geography</u>		
Geographical Techniques 157	2	32
<u>History</u>		
Historiography 296A	1	15
<u>Home Economics</u>		
Experimental Food Study 231	1	10
Textiles 254	1	27
<u>Library Science</u>		
Indexing and Abstracting 395C	3	37
Basic Reference 301	1	25
Advanced Reference	2	36
Information Sources and Services 370	6	36
Government Documents 351	2	40
<u>Marketing</u>		
International Marketing 360	1	10
<u>Mexican American Studies</u>		
Public Administration & the Mexican American 298a	1	9
Mexican American Studies 48	1	25
<u>Music</u>		
Music Bibliography 300	1	17
Music (guitar)	1	10
<u>Psychology</u>		
History of Psychology 275	1	25
Assessing Individual Differences 250	1	26
<u>Rehabilitation</u>		
Problems in Drug Abuse 289	1	40
<u>Sociology</u>		
Social Gerontology 266	1	40
General Sociology 101	1	40
<u>Spanish</u>		
Research in Spanish	1	30
<u>Speech Communication</u>		
Speech 2	1	16

Spring 1978

<u>Groups Other Than Classes</u>	<u>Sessions</u>	<u>Persons</u>
General Building Tours (first two weeks of the semester)	8	38
Agriculture Faculty	3	70
Microbiology Faculty and Graduate Students	1	25
Visitors from Latin America	1	18
International Students from Ft. Bliss, Texas	8	181
Rio Grande Chapter Spec. Lib. Assoc.	1	6
AAUW Book Review Group	2	35
SOTA - Students Older Than Average	1	17
Delta Kappa Gamma	1	18
Friends of the Library	6	18
Academic Deans from PAC 10	1	30
Pima College Chicano Literature	1	30
Pima College Lib. Pub. Services	1	8
Pima College Writing 101 and 102	7	135
Pima College Political Science	1	15
Arizona School for the Deaf	1	10
Casa Grande High School National Honor Society	2	40
Sunnyside High School	1	15
Tucson High School Cooperative Office Education	2	25
Benson High School	1	16
Maryvale High School - Phoenix	2	20
Sahuaro High School French Class	1	9
Sahuaro High School Notetaking for College	1	30
Santa Rita High School	3	50
Sahuarita High School	2	19
Nogales High School Geography Class	1	20
Pinetop Lakeside Junior High School	1	16
Youth Career Dev. Program	2	25
Individuals	7	12

Total number of University Classes
2nd Semester 1978:

	<u>Sessions</u>	<u>Students</u>
January	14	517
February	34	736
March	29	484
April	18	197
Total	95	1934

Total number of other Groups
2nd Semester 1978:

	<u>Sessions</u>	<u>Persons</u>
January	16	174
February	14	190
March	10	150
April	18	214
May	12	221
Total	70	949

The Totals for Spring Semester 1978:

	<u>Sessions</u>	<u>Persons</u>
University Classes	95	1934
Other Groups	70	949
Total	165	2883

PUBLIC SERVICES DIVISION

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE

• ASSISTANT LIBRARIAN FOR PUBLIC SERVICES

TO THE UNIVERSITY LIBRARIAN

FOR THE 1977/1978 YEAR

I. SUMMARY

An exciting public service program was fully implemented during the school year 1977/78. With the cooperation and support of Dr. Charles Davis and the instructors of English composition classes, the library staff introduced 2,991 students to the resources of this system through the means of self-paced Library Skills Program workbooks. The program succeeded so well that there is no doubt it will become an integral part of the services offered by the University of Arizona Library. Special tribute should be paid to Shelley Phipps and the Library Orientation Advisory Committee for creating the workbook, and to Ruth Dickstein, Victoria Mills and Jan Wright for implementing the program.

Library instruction expanded in other areas as well. In 1976/77, grant monies from the National Science Foundation enabled us to develop a model program for instruction of undergraduate science majors. This year, over 200 students from the English Department's Technical Writing Program were introduced to science reference literature by Joan Murphy, Science-Engineering Librarian. Moreover, by the end of the year, 6,914 persons had been introduced to the library system and our staff had prepared special instructional sessions for 216 University classes. Lois Olrud (Central Reference Department) deserves a special thanks for coordinating our Library Orientation/Instruction Program while our Orientation Librarian, Shelley Phipps, was on a year's leave of absence.

The Public Services Division of the Library now includes 9 departments and our Orientation Program. Each department has a special mission determined by the scope of its materials. Our Library Science Collection exists primarily to serve the faculty and students of our Graduate Library School; whereas, our Central Reference Department functions as the focal point for research for our entire University Community. Library School students already have or are acquiring advanced bibliographical skills; but our beginning freshman students often have trouble with even the most basic indexes, such as Reader's Guide. Obviously, mere patron-use statistics cannot serve to compare the work performed by our public services staff in various departments. These statistics do, however, indicate that the use of our public services areas continues to grow at an astonishing rate. The examples listed below illustrate this point:

	<u>1977</u>	<u>1978</u>	<u>%Increase</u>
Special Collections Patron Use Statistics	5,752	8,198	42.5%
Music Collection Reference Statistics	6,853	7,330	6%
Science-Engineering Reference Statistics	17,464	20,246	15%
Central Reference Department Reference & Directional Statistics	112,754	118,652	5%

	<u>1977</u>	<u>1978</u>	<u>%Increase</u>
Government Documents Department Reference Statistics	10,074	11,738	16%
Library Science Circulation Statistics	19,099	20,777	8%
Media Center Reference & Directional Statistics	5,832	7,304	25%
Map Collection Reference Statistics	5,016	5,769	15%
Interlibrary Loan Requests	13,078	14,814	13%

In reviewing the goals and objectives listed in my annual report for 1976-1977, I was pleased to note how many of our projects were accomplished this year. Under the able direction of Syed Khan, Science-Engineering Librarian, we concluded a cooperative venture with the U.S. National Agricultural Library to prepare for microfilm publication all known serials and monographs produced by our College of Agriculture, the Northern Arizona University School of Forestry and the Arizona Agricultural Experimental Stations and Extension Services. In addition, the 1975 Arizona Daily Star Index, edited by Bonnie Hintzman (Central Reference Department) and Bruce Parsil (Central Reference Department) was published and enough copies were sold to recover costs, thus enabling us to continue the production of this invaluable reference tool. Virginia Rice (Central Reference Department), with the assistance of Lynn Cresson (Special Collections) revised approximately 26,000 entries to our Arizona Index, a guide to articles about Arizona published in over 65 journals. Early this summer, staff from G.K. Hall Company microfilmed this index, and it should be ready for publication during the fall of 1978.

Finally, but most important, a badly needed position was added to our Interlibrary Loan Section; and, because of vacancies occurring during the course of the year, several enthusiastic, energetic people joined our Public Services staff. I would like to extend a special welcome to all of them and, in particular, to mention that we have two new department heads: Cynthia Bower, Head Government Documents Librarian; and Louis Hieb, Head Special Collections Librarian.

II. MAJOR STRENGTHS

A revolutionary approach to research being done all over the world is now available to us through the use of online literature searches. In March of 1977, several of our librarians were trained to perform computer searches, thus providing access to data bases containing references to over 30 million reports, articles and books. From March 1977 through June 1978, about 155 searches were performed and the number of requests received for this service has grown from month-to-month. The advantages of such a system are overwhelming. Researchers now have immediate access to a huge reservoir of information covering a wide range of subject fields. Citations obtained are far more current than any titles listed in our card catalog. Searches may be constructed in such a way that several subjects may be combined and definite parameters may be stipulated. Furthermore, computers can scan major bibliographic data bases that are now almost too large to search manually. The size of many such collections is staggering. Chemical Abstracts now adds approximately 300,000 abstracts annually; Biological Abstracts is growing at the rate of 250,000 abstracts each year. A carefully constructed search or series of searches on the computer can produce more efficient results in an hour than days of work spent using printed indexes in the library. Needless to say, we are delighted to have such a service here at the University of Arizona.

Obviously, I am very proud of our glamorous and exciting new public service, but this should not eclipse other significant accomplishments. Before listing these, I would like to commend our entire Public Services staff for maintaining and even expanding operations in every area with very little increase in support help.

Hours of service were lengthened in both our Library Science Collection and the Government Documents Department. Inventories of our Oriental Studies Collection and Library Science Collection were taken resulting in the first accurate count of holdings we have had. Important additions to our collections were publicized regularly in VISUALS from our Media Center, the Map News Monthly from our Map Collection, our Science-Engineering Library's "Recent Accesssions" list and our Government Documents Department's recently revived Documents Despatch. As indicated in the Summary section of this report, our reference service and library orientation/instruction sessions continued unabated. For each of the 216 instructional sessions, our staff spent several hours in advance preparation and often produced special in-depth subject bibliographies. As time permitted, our Public Services staff also contributed to the Technical Services functions of the library. They continued to make important selections of reference and research materials. In addition, they helped with bindery projects, collection transfer projects, and with the preliminary processing of materials for their areas of the library. More will be said about this in the next section of the report.

Each year several members of our staff make distinguished contributions to our system and our profession. Some of them were named in the Summary, but this year space does not permit mentioning them all. This report would not be complete, though, without noting that Linda Cottrell from our Map Collection is gaining a national reputation for her work in the automated cataloging of maps. This year she was asked to provide training sessions in the map format for OCLC in six cities throughout the Southwest. Her experiences revealed what we always suspected, i.e., we have a remarkable Map Collection and are light-years ahead of most other libraries in the processing of these materials.

Additional temporary employees provided through funding from CETA (Comprehensive Employment Training Act) enabled the staff of our Special Collections Department to complete some major projects. Two CETA employees, Jennie Urias and Norma Molina, processed 4,376 Mexican broadsides; and Jill Nottingham worked with Clint Colby to finish sorting the Hubbell Trading Post Papers, the largest manuscript collection ever processed by this library.

In conclusion, we are doing our best to provide access to our rapidly growing collection. Although improvements in our operations still need to be made, we are reaching the limits to the service we can provide with the staff available. One of the great strengths of this system is the dedicated people who work here and, this year, they truly deserve special praise and congratulations.

III. MAJOR LIMITATIONS

Our major problems have not changed, they have just become more critical. Unless a miracle occurs soon, we will close our Music Collection this year and move the sheet music, scores, and other printed materials to the Main Library. The space available at the present facility has been filled. The same fate awaits our Library Science Collection unless more room is found in our Graduate Library School.

Inadequate staffing continues to be a problem, although we have made progress in some areas. Beginning July 1978, funds were made available by the University Administration to establish a Current Periodicals Service in our Science-Engineering Library, and last year we were able to add another position to our Interlibrary Loan Section. Nevertheless, all of our departments are suffering from the lack of staff support.

From my viewpoint, the problem seems to be two-fold. For the past few years, our Technical Services staff have been trying to cope with the processing of an incredible number of materials. While we are making great progress in handling current books and periodicals, backlogs are growing in certain areas such as Media, Special Collections, and Oriental Studies. Our Public Services staff in these areas are trying to cooperate in helping with processing routines, but this, in turn, is reducing the amount of time they spend doing reference and other service functions. Furthermore, special processing projects we are trying to accomplish such as a massive clean-up of our Central Reference Collection (a result of our combining three reference collections when we moved to the new Main Library) are proceeding very slowly and require additional staff time in both divisions of the library.

The second aspect of our staffing problem is a result of a major change in services we provide. Four years ago undergraduate library orientation did not exist, and the number of library instructional sessions offered was a small fraction of what is being done today. Online literature searching was being discussed since we had previously offered it on a trial basis, but it was not reestablished until last year. The result has been a tremendous increase in the use of our resources, but the additional burden of responsibility rests on a staff which is roughly the same size it was four years ago.

In short, we need help badly! Staff morale would certainly improve if we were to receive some assurance that this help were forthcoming.

IV. FUTURE PLANS

Once again, the University Administration has responded to some of our more important needs. In June 1978, our proposal to establish a current periodical service in the Science-Engineering Library was approved, and funds were provided for three new positions. Phyllis Wright and Sharon Seide immediately began planning for the new service which will be fully operational this fall.

Our online literature search service has also received financial support. Supplemental funds were made available to subsidize the costs of performing the searches. Since we have been passing on a portion of the expenses involved to our patrons, this subsidy will enable us to reduce the charges to our users. Furthermore, a small portion of the money available has been set aside for additional staff training and to purchase a badly needed computer terminal for our Science-Engineering Library. By the end of this year, a dozen librarians will have participated in training sessions from the three leading vendors of computer-based search services.

During the summer of 1978, the University of Arizona Interlibrary Loan Section was chosen to participate in a pilot project involving the use of a national bibliographic data base (OCLC) in performing Interlibrary Loan searches. As we understand it, members of our staff will be entering search requests on an OCLC computer terminal. The requests will then be transmitted to holding libraries around the country, and the loan transaction will be conducted via the terminal almost immediately. The program, if it works, could revolutionize our Interlibrary Loan service.

Currently, our librarians are working on a system-wide collection development policy. This year we hope to write specific policies covering our Media Center, Oriental Studies Collection, and Special Collection Departments. Statements concerning the special strengths of each of these areas are badly needed.

As I indicated previously, the advent of library orientation/instruction and computer literature searches is having an incredible impact on our Public Services Division. Job assignments are already being shifted, and we must ensure that the additional work load is shared equitably.

Currently, we are searching for a Head Science-Engineering Librarian, a Head Media Center Librarian, and a Map Reference Librarian. With so much to be done, it is imperative that we do everything possible to appoint outstanding, creative individuals. Filling these vacancies (and any others which may occur) will occupy much of my time and is my primary goal for the year.

Mary Dale Palsson

Mary Dale Palsson
Assistant Librarian
for Public Services

~~WDL~~
~~STAT~~
~~IMP~~
13

This was something I prepared for our P.S. Committee
MD

1st (Possibly Last)
Annual Report
of Public Services Librarian
to Public Services Committee
(Brief but unexpurgated)

This past year has been so overwhelming that I am still trying to figure out why life did not get easier when we moved to the new Main Library. It has become increasingly apparent that I must use my time more productively, and I need your help!

A review of my calendar reveals that I spend approximately 50% of my time in meetings. These vary so greatly that it is hard to describe them. For the sake of brevity, I have grouped them as follows:

1. Regular library meetings
 - a. Ad Group - usually 2x's weekly lasting 1-3 hours
 - b. Librarian's Council - semimonthly - approximately 1½ hours
 - c. Public Services meeting - monthly - as brief as possible
 - d. Library faculty - whenever
 - e. ??

2. Irregular or ad hoc library meetings
 - a. Search committees - endless!
 - b. Orientation Advisory Committee (They meet regularly - I attend sporadically)
 - c. Departmental meetings (see (b) above)
 - d. Computer search group - irregular but may soon be regular (sounds like constipation!)
 - e. Special Committees
 1. Juvenile literature collection location
 2. Circulation of non-circulating stack materials
 3. Disposition of Music Collection
 4. Etc.

3. Administrative meetings
 - a. As each new department head has joined our system, I have tried to initiate weekly meetings. When I am successful, I am spending at least 5 hours a week in these sessions.
 - b. I always try to be available to members of our staff who wish to see me. Sometimes I even schedule such events. Time spent varies, but is never less than an hour a week.
 - c. I am also trying to keep in touch with changing services. This summer our Current Periodicals Room in Science took lots of time.

4. Professional and P.R. meetings
 - a. Whenever possible, I try to attend professional meetings on my own time. I am thankful to report that my tenure as President of the College and University Libraries Division, ASLA, is coming to a close.
 - b. P.R. meetings are those activities that I feel I must engage in as part of my job.

1. Pima Regional Library Services Board - meets at least quarterly. Reviews grant proposals involving interlibrary cooperation, e.g., CHAIN, and is supposed to promote services in Pima County. This year I spent dozens and dozens of hours helping plan a regional Pre-White House Conference on Libraries and Information Services. My term expires December 1979.
 2. State White House Conference Committee - DISASTER! Has taken too much time with no reportable results. Hope to be finished with it by the end of December.
 3. Arizona Newspaper Preservation project. Am a member of a state-wide committee endeavoring to get a huge NEA grant to preserve Arizona newspapers. Has taken about 4 days of my time since July, but should lessen once the proposal is submitted in November.
5. University-related meetings
- a. Have just completed my term as member of the Undergraduate Council. Met semimonthly for about 2 hours.
 - b. Women's Coordinating Committee. Meets semimonthly. Major activity so far has been the establishment and continued operation of the notorious Women's Drop-In Center now called Campus Women's Center. Tried to get off, but they think they need a concerned librarian.
 - c. Committee on Academic Privilege and Tenure. Missed 1st meeting last Spring because of illness. ??

When I am not in meetings, I am trying to implement what we decided, shuffling paper, or engaged in special projects. Last year I spent a lot of time arranging for the publication and sale of our 1975 Arizona Daily Star Index. I also spent more time than is apparent in establishing our online literature search service. As most of you know, I am responsible for library hours and our CHAIN Interlibrary Loan grant. In June of 1978, the University Administration gave us a special allocation to establish a service for our Science Current Periodicals Room and to subsidize our online literature search service. Naturally, we did not get enough money to do all we want to do, so we had to make some hard decisions about the distribution of the money.

While Shelley Phipps was gone, I did my best to be of assistance when we had problems with our Orientation Program. As many of you know, Ruth Dickstein and I went through an incredible ordeal a year ago reconvincing the English Composition coordinator that the Library Skills Workbook should be part of English II and III. Currently, support is so enthusiastic it is hard to believe we ever had a problem! Since everyone else was so busy, I also revised our Faculty Guide, but it really needs to be rewritten for next year. Any volunteers?

Last spring, we revived our Library Staff Orientation Program. Bonnie Hintzman did an outstanding job and has promised to do something for this fall. After this session, we will need more volunteers. Your suggestions would be greatly appreciated.

Another project I was involved in (sort of) was the National Agricultural Library microfilming project. We were responsible for gathering all the U of A agriculture publications, collating them, and shipping them to a commercial firm for filming. Syed Khan and the Science staff did most of the work, and I acted as a trouble-shooter. The material was mailed this summer, and we hope the worst is over.

When I am not doing all of the above, I am trying to handle personnel matters, or act as a mediator between us and Technical Services. Just for the record, I believe that if time at work were analyzed, we would discover that 50% or more of our collective public services time is spent in some kind of processing. I am not saying it could be done any other way, but I believe the problem deserves recognition.

My goals for this year have been determined for me. I will be spending much of my time in the selection process for professional librarians. This is the most critical aspect of my work and I will do my very best. My next priority is to do everything possible to ensure that our Music Collection is moved to adequate quarters and that detailed plans are made. Our online search service also needs a lot of attention. We are still working on adequate training, building an appropriate reference collection, shifting job assignments, and developing some kind of in-house awareness of our service. Currently, we have two acting department heads, and I must give them all the help and support I can.

As you can tell by now, I wrote this in great haste and probably left out as much as I included. I will be counting on all of you to bring problems to me and to let me know when I can be of assistance. If I can organize my work a little better, I would like to spend a couple of hours each week in a public services department on a rotating basis.

Your comments, suggestions, criticisms, and sympathy would be most appreciated.

Mary Dale

Mary Dale Palsson
Assistant Librarian
for Public Services

MDP:sm

NOT for outside distribution



THE UNIVERSITY OF ARIZONA

TUCSON, ARIZONA 85721

UNIVERSITY LIBRARY

CENTRAL REFERENCE DEPARTMENT

ANNUAL REPORT OF THE
HEAD, CENTRAL REFERENCE DEPARTMENT
TO THE ASSISTANT LIBRARIAN FOR PUBLIC SERVICES
FOR THE 1977-1978 YEAR

SUMMARY: 1977-1978

The CRD weekly desk staffing schedule was 235 hours per week, consistent with last year's pattern. The total number of combined reference and directional questions was 118,562. A drop of 19% in directional questions appears to be the result of increasing user familiarity with the building and LSP-initiated acquaintance with some basic library material. This increased knowledge contributed to the 30% increase in reference questions.

The user benefited from a variety of departmental activities:

1. Orientation/Instruction: With increasing teaching/library faculty interaction and use of the LSP, O/I has become basic to the work of the CRD staff. This is now one of the department's most important kinds of off-desk reference work. Consistent with the increase in reference questions and O/I sessions has been the increase in bibliographies prepared by the CRD staff. (App. A: Bibliographies and Teaching Aids)

2. Computerized Literature Searching: Use of DIALOG grew at a steady rate this year. Successful searches, a revised booklet on available data bases, and word of mouth endorsement established this type of format as an additional reference tool. Subject emphasis is currently on the social sciences with humanities bases expected up this next year. (App. B: DIALOG Searches 1977-1978)

3. CRD Stacks: Use, space limitations and the goal of a basic reference collection in which the scholar may also initiate work emphasized the need to tighten the CRD collection through the transfer of material. Discovery that an average of 72% of each of our classifications needed at least "CRD" added to each volume and card set re-established the pre-move priority of "cleaning-up" the CRD stacks. Work with transfers and clean-up uncovered additional problems with both serial and monographic records. The projection for completion of the transfer and clean-up project has now been set at two years.

This CRD project involves Loan, the Cataloging R&R team, Serials, and Repair. The work of the staff in these departments continues to be deeply appreciated. The project is admirably co-ordinated in CRD by Susan Ellsbury.

Each Librarian/Subject Representative has drafted CRD collection development policies by classification to serve as bases for the transfer, acquisition, and/or retention of CRD material. The librarians continual work and support in this area testify to their knowledge of subject fields, as well as their concern for the quality of the collection and its usefulness for both the general users and the library staff. (App. C: CRD Subject Representatives: Fields by LC Classification)

Acknowledgment of the increasing quality of the collection is also acknowledgment of the constant efforts at keeping it in shape that are guided by Robert Gramer's work with CRD serials and Mirène Hazebrouck's work with monographic new titles and adds. Their familiarity and competence in CRD processing of these tools provides the basis for staff and user confidence in the collection.

4. The Arizona Daily Star Index: Purchase of 31 copies by 21 libraries of the 1975 index is tribute to the indexing and editing skill of Bonnie Hintzman and Bruce Parsil. Library Administration support for the indexing, editing, and subsequent publication of 1966-1974, and 1978-on recognizes their valuable contributions in providing daily access to local, municipal, and state news. (App. D: Subscribers)

5. The Arizona Index: 1978 G.K.Hall publication of the Arizona Index will highlight Virginia Rice's editing labors. The consistently high quality of her indexing and editing continues with the current year to be available to subscribers in card format. (App. E: Subscribers)

6. The user also continually benefits from the additional responsibilities staff members have outside CRD. Through individual and/or committee contributions during 1977-1978, CRD staff members have brought an increased depth, sensitivity, knowledge, and understanding to their work with all users. (App. F: Committees and Associations)

STRENGTHS: The CRD Staff

1. Commitment to continued quality service for each user-- student, staff, faculty, administrator, or the larger Tucson community;
2. Continuous mastery of new reference tools and formats;
3. Concern for and interest in the library, the university and/or the library profession through active individual and committee involvements;
4. Preciseness, thoroughness, and unchallenged expertise of the indexing and editing of the Arizona Daily Star and the Arizona Index;
5. Drafting of collection development policies reflective of teaching and research needs, and CRD classifications and space constraints;
6. Perseverance in working with the CRD collection: transfer and clean-up, serial and monographic new titles, adds and accompanying problems.

LIMITATIONS: Time and Money

More time must be found in order to continue responding to the varied instruction and reference needs of the user, plus carrying out CRD future plans.

1. Reference questions increase and directional questions drop as users gain familiarity with the building and LSP exposure to some of the basic library materials. Reference questions require significantly more time to answer than is made up through the drop in directionals.

2. Need for use of material found in computerized literature bases is now firmly established at the U of A and will continue to increase. The MLA and the Arts & Humanities Citation Index are examples of imminent additions to indexing and abstracting tools currently available as data bases. Developing strategies and conducting searches require blocks of time, which will quite soon begin cutting into other CRD responsibilities.

3. Requests from teaching faculty for additional CRD support of instruction and curriculum development serve to increase the number of teaching departments to which each Subject Representative is responsible. Too thin a spread over the social sciences and humanities teaching faculty will result in only superficial service when both the faculty's needs and the sophistication of tools require depth.

In an effort to redirect staff time into the areas of user benefit mentioned in both the Summary and this section, a portion of the student assistant (SA) hours has been transferred off the reference desk and into the support areas of: typing, filing, searching, loose-leaf filing, and shelving. While there are clear advantages to increased hours of full-time staff on the reference desks, the 11 hours/week of redirected SA time is still proving to be less than the minimum needed for these support areas. An increasing SA wages budget will be needed for at least the next three years to achieve minimum support.

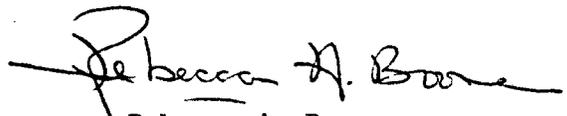
FUTURE PLANS:

1978-1980

1. Finish R&R of CRD materials from previous three reference departments to the single CRD location;
2. Complete collection development policies with corresponding transfer of reference material to appropriate CRD and/or other locations;
3. Increase staff ability to use computer and micro-formats in responding to user needs;
4. Increase time for CRD library faculty and teaching faculty interaction;
5. Refine student assistant responsibilities into wider support of departmental needs; increase student budget to meet minimum needs;
6. Addition of one librarian to CRD staff;
7. Addition of one office for two librarians.

1980-1983

1. Re-evaluate maintenance needs of CRD collection;
2. Complete training of CRD staff in the manipulation of all automated and microform reference tools;
3. Complete integration of CRD library faculty with teaching faculty from selected departments in areas of curriculum development planning and class instruction;
4. Addition of one librarian; possible addition of one clerk-typist;
5. Re-evaluate SA responsibilities in light of 1980-1983 addition of staff.


Rebecca A. Boone
Head, CRD

BIBLIOGRAPHIES AND TEACHING AIDS
PREPARED AND DISTRIBUTED TO INSTRUCTION SESSIONS:

Advanced Health Systems Public Admin. 380 - Golrick
American Authors: Hawthorne, Melville and Thoreau English 65 - Olsrud
Black History/Culture: Some Reference Tools for Pol. Sci. Black Studies - Parsil
Business and Career Education 282 - Hawbaker
Charles Dickens: Selected Sources - Hazebrouck and Olsrud
Diccionarios de la Lengua Espanola - Sonntag
Diccionarios especializados en espanol - Sonntag
Economics 353: Business and Economic Forecasting - Hawbaker
English Language Bibliographies and Dictionaries - McKay
Federal Tax Material in the UA Library - Hawbaker
French Language Bibliographies and Dictionaries - McKay
General Spanish-English, English-Spanish Dictionaries - Sonntag
Guides to Finding Materials in Drug Rehabilitation - Ferrell
How to Use CCH Standard Federal Tax Reports - Hawbaker
How to Use P-H Federal Taxes - Hawbaker
International Marketing - Hawbaker
Investment Portfolio Management Finance 221 - Hawbaker
Joseph Conrad: Selected Reference Sources for English 4 - Hazebrouck
Journals for Latin American Literature - Sonntag
LC Classification with "L" - Higley
Library Notes for Secondary Education - Ferrell and Higley
Library Resources for French Literature - 18th Century - Hazebrouck
Library Resources for the Study of Exceptional Children Spec. Ed. 203A - Ferrell
Library Resources for the Study of International Relations - Ferrell
Linguistics Reference Books for CESL 5Y - McKay
Outline of Sources and Services in Higher Education - Higley

Personal Finance Finance 101 - Golrick

Portuguese Language - Bibliographies and Dictionaries - McKay

Rehabilitation: Guide to Resources for Correctional Rehabilitation PA 245 - Olsrud

Selected Library Sources on Museum Materials - Higley

A Selection of Library Resources for Economics 205: The Economic History of Europe - Rice

A Selective List of Basic Tools for Historical Research for Historiography 296A - Rice

Selective List of Educational Research Tools - Higley and Ferrell

Selective Tools for Research for Psychology - Olsrud

Shakespeare: A Selective Guide to Reference Sources - Olsrud

Sources for Research in Home Economics - Higley

Sources in Higher Education - Higley

Sources of Information for Contemporary Issues for English 4 Sec. 33 - Olsrud

Sources of Information on the Community College - Higley

Specific Library Resources for Social Gerontology - Higley

Theater of the Absurd for English 4 - Olsrud

DIALOG Searches - 1977-78

-- Edie Ferrell, Craig Hawbaker, John McKay

Abilities of Teacher Aspirants

Adult Female Criminals

Adult Vocational Education

Assertiveness Training and Locus of Control in Rehabilitation

Assertiveness Training of the Handicapped

Attitudes Towards Mainstreaming Blind Children

Attrition Role Under Community College Reorganization

Audio-Visual Research in Industrial Arts

Bibliotherapy With Older Adults

Birth Order and Marriage Relationship

Career Aspirations of Chicanos

Career Aspirations of Women

Classification Ability of Adolescent Readers

Collective Bargaining in Community Colleges

Community College Structure

Concept Development in Bilingual Settings

Conditions of Work

Conservation Concept in Reading

Continuous Process Plan Curriculum

Cosmopolital-Local Orientation

Counseling for American Indians

Deaf Counseling

Developing Interpersonal Competence

Developmental Tasks and Stages

ESL Deep Structure Reading Confusion

Effects of Anger on Hypertension
Evolution of Rehabilitation Counseling
External Degree Programs
Food Market Decision Making
Graduate Record Examinations
Grandparenting
Influence of Humanistic Education on Self Concept and Self Actualization
Inservice Training for Part-Time Community College Instructors
Integrated Curriculum
Internalization of Values
Job Satisfaction of Pharmacists
MMPI; Ethics, Multiproblem
Marketing Structure: Niger, West Africa
Mathematical Modeling of Flood Warning Systems
Models of Microform Facilities
Nursing Homes and Peer Counseling
Needs Assessment for Bilingual Teacher Training
Organization of Guidance Services
Private Vocational Rehabilitation
Public Relations and Governing Boards
Readability of Textbooks
Queuing Models in Space Design
Residential Care for Females
School District Accounting for Administrators
Self-Monitoring
Social Competency Through Life Stages
Teacher Stress

Transitional Models in Bilingual Education

Use of Computers in ESL

CRD Subject Representatives: Fields by LC Classification

- B (Philosophy, Religion)
 B-BD - Philosophy = John McKay
 BH-BJ - Aesthetics, Ethics = Paul Barton
 BF - Psychology = Lois Olsrud, Edie Ferrell
- C (History, Auxiliary Sciences) = Ginnie Rice, Paul Barton
- D (History & Topography, exc. America) = Ginnie Rice
 DP - Spain & Portugal = Ginnie Rice, Iliana Sonntag
 DT - Africa = Edie Ferrell
- E (America, General, and U.S.) = Ginnie Rice
- F (U.S., Local, and Americas)
 Latin America, Central America = Iliana Sonntag, Ginnie Rice
 U.S. Local = Ginnie Rice
- G (Geography; Anthropology)
 G-GF - Geography - Anthrogeography = Edie Ferrell
 GN - Anthropology = Edie Ferrell
 GR - Folk-Lore = Iliana Sonntag, Ginnie Rice
 GT - Manners and Customs = Ginnie Rice
 GV - Sports and Amusements = Lois Olsrud
 GV - Dance = Paul Barton
- H (Social Sciences)
 H = Edie Ferrell HA = Craig Hawbaker
 HB-HJ - Economics = Craig Hawbaker
 HM-HN - Sociology, General and Social History = Lutie Higley
 HQ - Family, Marriage = Edie Ferrell, Lutie Higley
 Women = Iliana Sonntag
 HT - Communities; Classes; Races = Edie Ferrell
 HV - Social Pathology; Philanthropy = Edie Ferrell
 Charities and Corrections = Edie Ferrell
 HX - Socialism; Communism; Anarchism; Bolshevism = Edie Ferrell
- J (Political Science) = Edie Ferrell
- K (Law) = Craig Hawbaker
- L (Education) = Lutie Higley
- M (Music) = Paul Barton
- N (Fine Arts) = Paul Barton
- P (Language & Literature)
 P - Philology & Linguistics = John McKay
 PA - Classical Language & Literature = John McKay

- PB - Celtic Language & Literature = John McKay
- PC - Romance Language = John McKay
 - (Spanish and Portuguese = Iliana Sonntag)
- PD - Germanic Language and Literature = John McKay
 - (Norwegian = Lois Olsrud)
- PG - Slavic; Lithuanian - Lettish; Albanian = John McKay
- PN - Literary History & Collections, General = John McKay, Lois Olsrud and Iliana Sonntag
- PQ - Romance Literature = John McKay
 - (Spanish; Spanish-American; Portuguese = Iliana Sonntag)
- PR - English Literature = Lois Olsrud, Ginnie Rice
- PS - American Literature = Lois Olsrud, Ginnie Rice
- PT - Teutonic Literature
 - German = John McKay
 - Norwegian = Lois Olsrud

Z 1200-4999 - National Bibliographies = John McKay

Z 5000-8999 - Subject Bibliographies = All subject representatives as appropriate to their subject fields

RAB:nf:3/1978

ARIZONA DAILY STAR INDEX: SUBSCRIBERS

Arizona Daily Star Library
Arizona Health Sciences Center Library, Field Office
Arizona Health Sciences Center, Medical Library
Arizona Historical Society Library
Arizona State University Library
Arizona Western College Library
Department of Library Archives and Public Records, State of Arizona
Maricopa Community College Library
Northern Arizona University Library
Phoenix Public Library
Pima Community College Library
Pinal Community College Library
Tucson Public Library
Tucson Public Schools, Library Technical Services
University of Arizona, Law Library
University of Arizona, Main Library
Yavapai College Library
Yuma City-County Library

ARIZONA INDEX: SUBSCRIBERS

Arizona Historical Society Research Library
Arizona State University, Hayden Library
Mesa Community College Library
Mesa Public Library
Northern Arizona University Library
Phoenix College Library
Phoenix Public Library
Prescott Public Library
Tucson Public Library
University of Utah, Marriott Library
Yuma City-County Library

CRD STAFF - COMMITTEES AND ASSOCIATIONS

Paul Barton

American Association of University Professors
 American Guild of Organists
 American Library Association
 Arizona State Library Association
 Art Libraries Society
 Collection Development Committee
 Library Faculty Assembly -- President
 National Librarians' Association
 Serials Committee
 Southwestern Library Association
 University Committee on Academic Promotion and Tenure

Rebecca Boone

Ad Hoc Committee to Study Merit -- Chair
 Association of College and Research Libraries
 American Library Association -- Office for Library Personnel Resources,
 Advisory Committee, Subcommittee on Equal
 Employment Opportunities
 Arizona State Library Association -- Program Chair, 1978 Annual Conference
 Committee of Eleven
 Faculty Senate
 Librarians' Council
 Library Faculty Assembly
 Library Staff Association
 On-Line Circulation System Committee
 Public Services Group -- Tracing Committee
 Southwestern Library Association
 University of Arizona Graduate Library School Workshop in Library Manage-
 ment -- Workshop Leader
 University of Arizona Title IX Workshop for Department Heads -- Workshop
 Leader

Susan Ellsbury

Library Staff Association -- Executive Council - President
 Librarians' Council
 Pi Lambda Theta Honorary

Eddie Ferrell

American Association of University Professors
 American Library Association
 Arizona On-Line Users Group
 Arizona State Library Association
 Concerned Library Faculty Fund -- Director
 ERIC Descriptor Review Group -- U.S. Dept. HEW
 Faculty Status Strategy Committee -- Co-Chair

Government Documents Selection Committee
 Library Faculty Assembly
 Library Orientation Advisory Committee
 Library Serials Committee
 Library Staff Association
 National Librarians' Association
 University Committee on Gerontology
 University Committee on the Status of Women

Nancy Fleischhauer

Library Staff Association

Robert Gramer

Art Libraries Society
 College Art Association
 Library Staff Association

Craig Hawbaker

American Library Association
 Arizona On-Line Users Group
 Arizona State Library Association -- Publicity Committee
 Junior Members Round Table
 Library Faculty Assembly
 Library Staff Association
 National Education Association
 Phi Beta Mu

Mirene Hazebrouck

American Association for Teachers of French
 Career Staff Representative -- Librarians' Council
 Library Faculty Assembly
 Library Staff Association
 Modern Languages Association -- National
 Rocky Mountain Regional
 Orientation Advisory Committee -- Library Skills Program Revision Committee

Lutie Higley

American Library Association
 Arizona Historical Society
 Arizona State Library Association
 Faculty Women's Club
 Library Faculty Assembly -- Promotion and Tenure Committee
 Phi Beta Kappa -- Member and Secretary
 Phi Kappa Phi
 Selection Committee for Head Documents Department
 Selection Committee for Head Loan Department
 Southwestern Library Association
 University Committee on Gerontology

Bonnie Hintzman

Arizona State Library Association
 Library Staff Association
 New Staff Orientation Committee
 Pi Lambda Theta -- Publicity
 Women Library Workers

John McKay

American Library Association
 Arizona On-Line Users Group
 Arizona State Library Association
 Faculty Status Strategy Committee
 Library Faculty Assembly -- Promotion and Tenure Committee - Chair
 Linguistic Colloquium

Lois Olsrud

American Association of University Professors
 American Library Association
 Arizona State Library Association
 Beta Mu Phi
 Campus Christian Center Library Committee
 Campus Library Council
 Collection Development Committee
 Delta Kappa Gamma
 Library Faculty Assembly
 Library Staff Association
 Nordmanns Forbundet, Noresemans' Federation
 Orientation Advisory Committee
 Serials Committee
 Southwestern Library Association

Bruce ParsilVirginia Rice

American Association for State and Local History
 Arizona Historical Society
 Arizona State Library Association
 Beta Phi Mu
 Library Faculty Assembly
 Oral History Association
 Phi Alpha Theta
 Selection Advisory Committee for Head Special Collections Librarian

Iliana Sonntag

Ad Hoc Committee for Juvenile Literature
 American Library Association
 Arizona State Library Association
 Beta Phi Mu
 Chicano Studies Committee

Collection Development Committee

GLISA Advisory Board

Library Faculty Assembly -- Promotion and Tenure Committee

Library Staff Association

Pacific Coast Council on Latin American Studies

REFORMA -- Tucson Chapter

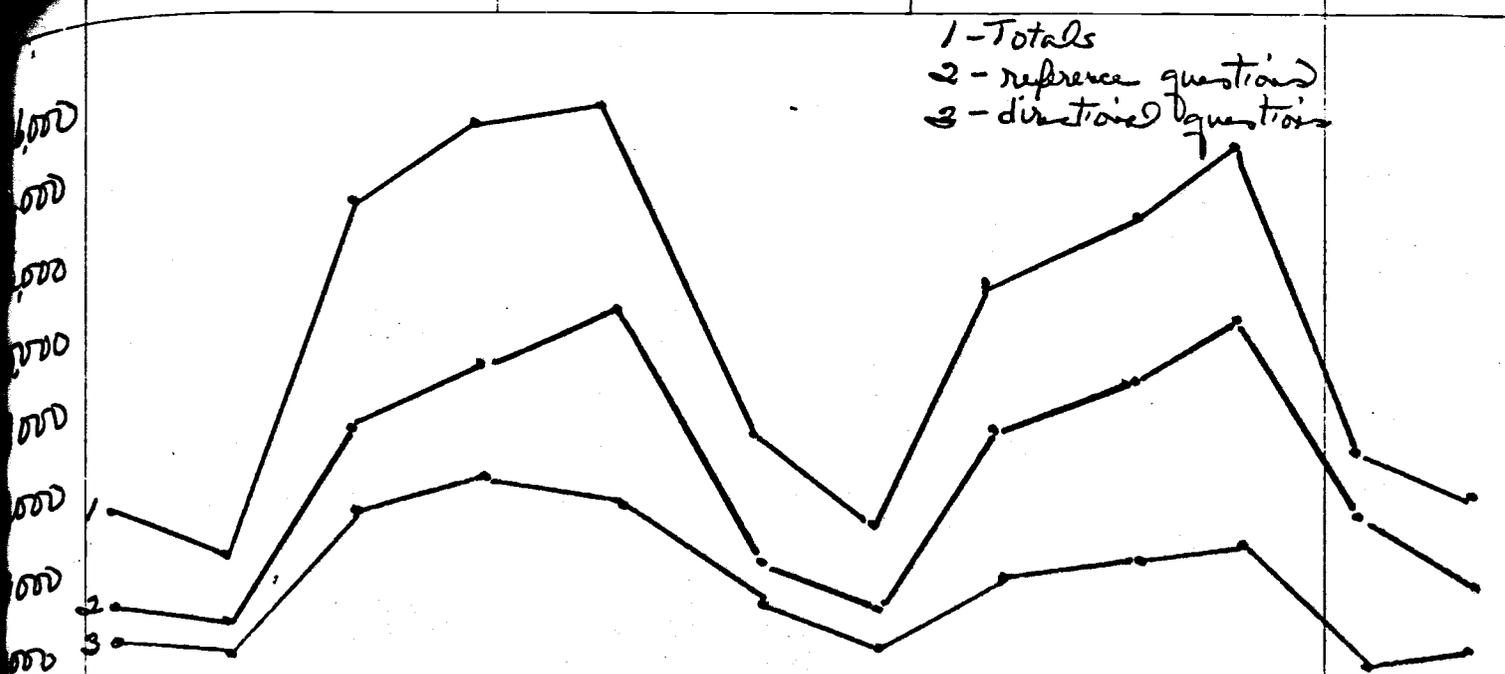
National

SALALM - Seminar on Acquisitions for Latin American Library Material -- HAPI
Indexing

Southwestern Library Association -- Chair, Subcommittee on Exchange of
Librarians

Spanish Speaking Librarians Association -- National Secretary

Travel Fund Committee



1-Totals
2-reference questions
3-direction questions

	direction	reference	total
Jul	2203	3338	5541
Aug.	1710	2584	4294
Sept.	5624	7500	13,124
Oct.	6025	9448	15,473
Nov.	5661	10,224	15,885
Dec.	2779	4623	7372
Jan.	1972	3531	5503
Feb.	3785	7429	11,214
Mar.	4060	8903	12,963
Apr.	4355	10,120	14,475
May	1625	5255	6880
June	1982	3856	5838

TOTALS 41,751 76,811 118,562 (65% ref.)



THE UNIVERSITY OF ARIZONA
TUCSON, ARIZONA 85721

UNIVERSITY LIBRARY
INTERLIBRARY LOAN OFFICE

ANNUAL REPORT OF THE
INTERLIBRARY LOAN OFFICE
TO THE CHIEF CENTRAL REFERENCE LIBRARIAN
FOR THE 1977-78 YEAR

I. SUMMARY

Interlibrary Loan activity from July 1, 1977 to June 30, 1978 has increased about 12% over last year. Considering the 1976-1977 fiscal year was marked by the closure of the old Main Library and the move to the new University Library building, the overall increase for the last two years would set about 4%.

The years statistics show funny unexplainable changes in certain areas. CHAIN went up in number of requests, while USDA went down. We lent more than we borrowed. We can explain the requests for us to lend to other schools, since the OCLC System is becoming a primary location tool for these institutions, and we are frequently singled out. We still use the NUC and ULS as our first-line locating system as the OCLC terminals are in another part of the building, and we only have one hour a day to use them.

We expect a general increase in all requesting areas though this next year. At this time, we do not know how much of an increase or if it will cause staffing problems.

II. MAJOR STRENGTHS

The potential of the staff of the Interlibrary Loan Office seems to be its greatest strength. Since fiscal year 1977-78, the Office has acquired a new position, an accounting clerk, and has had both Library Clerk III's reclassified, as of 1 July 1978, to Library Assistant I's. The moral is quite high and the ease of working with each other, learning from each other, and helping each other is rather heady at times.

The excellent support from the administrative structure in the library for the continuous process of defining and implementing interlibrary loan policy and procedure has been a great help and is looked forward to in the next year.

We are in a period of transition in the Interlibrary Loan Office. We are most fortunate to have five student-assistants who do a level of work far above their pay-scale. Their capabilities and the assistance are irreplacable: they give the staff time to evaluate current procedures and implement new ideas. Their input to the operation and their cheerfulness in doing so has been of great assistance to this office.

III. MAJOR LIMITATIONS

The uncertainty of the future workload is the greatest problem facing the Interlibrary Loan Office for fiscal year 1978-79. The curse of a fairly well operating system is that it is generally called on more frequently than one that is not. At the present time, we are enjoying an extremely good turn-around-time ratio, which enhances our reputation within the interlibrary loan network. This not only increases the returns to our system, but helps when we ask these same institutions for their help.

What we are generally concerned with is that the Interlibrary Loan Office has suffered a student-assistant hours reduction for 1978-79. Not only has the mean salary increased by \$.38, but the number of hours has cut. In the past, the Interlibrary Loan Office has not been regularly budgeted in the area of student-assistants. During the last year, funds for wages have come from as many as four different sources. Since several of these sources either no longer exist or have minimal amounts still in them, the student assistants will have to be paid from left over funds from the rest of the Library and whatever CHAIN can come up with to augment this amount. We may have to find other jobs for those currently employed, or lay them off. The loss in student-assistant hours will most certainly effect any plans in future office procedure development and negatively impact on turn-around time.

IV. FUTURE PLANS

The current and most pressing goal for the Interlibrary Loan Office is to develop a more efficient flow of request processing. The procedure had been one person/one job: one employee doing one aspect of the Office's function. The problem with this philosophy is that if any of the staff becomes sick, takes a vacation, is called for jury duty, etc., that individual's workload becomes a backlog. We hope to accomplish an expanded program of cross-training. Through this, we also hope to reduce the amount of personal identification with specific jobs within the Office.

We have sent forward a capital equipment request for an OCLC terminal to be placed in the Interlibrary Loan Office. If this request becomes a reality, it should do much in the way of cutting down on time spent by staff members away from the office. It will assist in finding locations for local requests and will assist the CHAIN Agent in processing referrals. We are expecting the OCLC Interlibrary Loan package to be up within the year and this should change the structure of the system to a great extent.

At a CHAIN workshop held in Tempe this past March, redistribution of the regions was discussed, in Northern Arizona University a larger responsibility for the system. This might change our responsibility to some degree, but the proposed plan would have our office doing more locations and verifications for those who did not have the necessary tools. In the later part of July, the Head of the Interlibrary Loan Office will travel to Phoenix, Tempe, and Flagstaff to meet with LES and other counterparts, observe their processing, and see if any of their procedures might be helpful to our own operations.

We are also waiting for information on the new telephone system being installed at the University. The Interlibrary Loan Office over the last few months has taken up the responsibility of assisting and instructing several small public and special libraries in setting up interlibrary loan procedures. Most of this has been done by telephone. If the new system starts to bill this office for instate calls, this service will have to^{be} curtailed.

We will also be spending considerable time on development of new accounting procedures, both financial and statistical. The University Finance Office is implementing many new processes which will require new plans on our part.

The Interlibrary Loan Office is expecting a lot of new challenges as well as some of the old ones for the coming year. With a little help from our friends, we plan on meeting them.

TABLE I

USDA Documents Delivery System: Arizona

July 1, 1975 - June 30, 1978

	<u>1975-1976</u>	<u>1976-1977</u>	<u>1977-1978</u>
REQUESTS RECEIVED	1239	1107	944
REQUESTS FILLED	713	720	513
REQUESTS REFERRED	526	387	471
REQUESTS FILLED WITH PHOTOCOPY	672	653	498
NO. OF EXPOSURES SUPPLIED	6342	5598	4087
NO. OF VOLUMES LENT	41	67	15
NO. OF VERIFICATION CHARGES	137	14	3
PER CENT FILLED	58%	65%	55%

TABLE II

CHAIN STATISTICS

July 1, 1975 - June 30, 1978

	<u>1975-1976</u>	<u>1976-1977</u>	<u>1977-1978</u>
REQUESTS RECEIVED	8648	7597	8129
REQUESTS FILLED	5032	4281	4367
REQUESTS NOT OWNED	3017	2643	3068
REQUESTS NOT POSSIBLE TO LEND	565	472	632
AVERAGE TURN-AROUND TIME	2.8	3.4	3.4
REQUESTS ASKING LOCATION	1124	701	958
LOCATIONS PROVIDED	1122	700	955
ILLEGITIMATE REQUESTS	33	25	123

TABLE III

INTERLIBRARY LOAN REPORT

July 1, 1975 - June 30, 1978

	<u>1975-1976</u>	<u>1976-1977</u>	<u>1977-1978</u>
<u>BORROWED</u>			
Books and Microfilm Requests	1842	1589	1315
Photocopy Requests	1336	1114	931
TOTAL FILLED	3178	2703	2246
UNFILLED REQUESTS	438	264	353
TOTAL NUMBER OF REQUESTS SENT	3616	2967	2599
<u>LOANED</u>			
Books loaned (No. of requests)	2826	3131	3567
Photocopy sent (No. of requests)	3842	3311	3601
TOTAL FILLED	6668	6442	7168
UNFILLED REQUESTS	3754	3669	5047
TOTAL NO. OF REQUESTS RECEIVED	10,422	10,111	12,215
COMBINED TOTAL OF FILLED REQUESTS (Received and sent)	9846	9145	9414
COMBINED TOTAL OF ALL REQUESTS	14,038	13,078	14,814

ANNUAL REPORT
OF THE ACTING HEAD DOCUMENTS LIBRARIAN
TO THE
UNIVERSITY LIBRARIAN
FOR THE 1977-1978 YEAR

SUMMARY

The Government Documents Department's first full year in the new Library was characterized by a significant increase in virtually every area of our activity. Our circulation and reference statistics, for example, were both up by more than 50 percent over last year. Unfortunately, we were forced to deal with these increases with a staff that was at less than full strength all year due to the removal of our department head effective July 1, 1977. While the year-long vacancy in this position has profoundly affected us over the past year, it has not resulted in any curtailment of service on our part. For this reason alone, the Government Documents Department has ample reason to be proud of itself.

When I was appointed acting department head at the beginning of the year, it seemed possible that we would be forced to spend the entire year in a holding pattern due to insufficient staffing. I am pleased to be able to state that we accomplished a good deal more than that.

Of the three major additions to our department's area of responsibility, two (the ERIC microfiche collection and science documents) have been fully integrated into the department's workflow. Only international documents remains a problem.

Our efforts to introduce more people to documents took a quantum leap this year. Members of the Documents Department spoke to more than 20 university classes about documents. We resumed publication of the Documents 'Despatch' after a hiatus of two years. And, most significantly, the department participated in the freshman Library Skills Program, during which over 3,000 students worked with documents for the first time.

In cooperation with the Serials Department, we began and will soon complete a coding project designed to input the Documents Department's serials and periodicals holdings onto the Library's microfiche serials list. This will greatly enhance public access to the material in the Documents Collection.

The Government Printing Office's long-awaited microforms program got underway this year, amid the confusion that we have come to expect from any GPO undertaking. This program has potentially far reaching implications for all depository libraries. Whether it will be a blessing or a thorn in our side for years to come remains to be seen.

Finally, the Library has selected Ms. Cynthia Bowers to be the new head of the Government Documents Department. She will begin work in July, and we are all looking forward to her arrival.

STRENGTHS

Fiscal year 1978 marked the completion of our transition from a four member department tucked away behind the Central Reference Department to a seven member staff (at full strength) with greatly increased work and stack space on our own floor. We were able to expand our hours of service to 78 hours per week, and due to a number of factors -- the new building, our expanded collection, our increased hours of service, and our participation in the Library Skills Program -- the Documents Department was able to serve more people in the past year than ever before.

That the department has been able to accomplish all it has this year is a tribute to the real strength of the department -- the staff. I would like to thank Cindy Austin, Armenette Christie, Rita Gonzalez-Boepple, Nancy Lauver, and Mary Rhoads for the support that they have given to me and to the department in this difficult year. Each one was asked to take on extra responsibilities to compensate for the vacancy in the department, and each one performed above and beyond the call of duty.

In a generally slow year for commercially published indexes and bibliographies relating to government documents, three of our recent acquisitions stand out. Predicasts' The Federal Index offers the best index we have to the Code of Federal Regulations (one of our most important and worst-indexed documents) as well as several other titles. Since The Federal Index is a part of a machine searchable database, we will now have the capability to do computerized literature searches for documents for the first time. CIS is completing its important U.S. Serial Set Index, which we are acquiring as it is published. And also from CIS, we were able this year to add two congresses (the 74th and 75th, 1935-1938) to our holdings of congressional hearings on microfiche. This purchase not only fills in gaps of missing hearings, but it will enable us to weed out some of our hard copy hearings, as space becomes more precious.

LIMITATIONS

Our primary limitation in the past year has been the vacancy in the position of department head for the entire year. The absence of a trained professional librarian has manifested itself most noticeably in our reference desk coverage. Our staff has had to take on the extra hours, with the result that some staff members were forced to spend as many as 25-30 hours per week on the reference desk -- an exhausting experience, both mentally and physically. In addition, my appointment as acting department head, and the extra responsibilities I took on as a result of this appointment forced me to neglect many of my responsibilities as International Documents Librarian.

Although the technical processing end of international documents is functioning much more smoothly than it did in the past, we have run into some difficulties in providing reference service for these publications. The problem is twofold: first, of course, is the lack of bibliographic control over these documents, a problem which we share with every other library that collects international documents. Secondly, space limitations in the Documents stacks have forced us to house only the basic indexes and reference tools for international documents, along with the official records of a few of these organizations, in the Documents Collection. The bulk of the publications of every international organization is scattered throughout the stacks in the rest of the Library. It is as though we were asked to provide reference service for U.S. publications using only the Monthly Catalog and the Congressional Record. The entire staff is bothered by the disparity in the level of service we are able to give for international documents as opposed to U.S. documents. We will continue to give improving reference service for these publications as we gain familiarity with them through use, but it will be difficult for us to reach the level of expertise toward which we are striving as long as the documents themselves are out of our hands.

Space is a problem not only with regard to international documents. The absence of any closet or storage room in our work area has resulted in an overly cluttered work area. Further, within the next two to three years, the problem of finding available shelf space for newly acquired documents will be heading towards the crisis stage. And if we should choose to begin a large scale conversion to microforms as a solution to our space problems, some provision will have to be made for alleviating the already crowded condition of our microforms reading area. The use of our present microforms collection is such that at times during the semester we are forced to send patrons to the CPNM to read our material because all of our machines are in use.

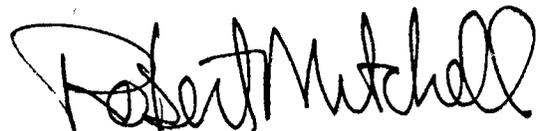
FUTURE PLANS

The most important planning during the forthcoming year should involve at least the beginnings of a consensus on how to deal with our space problems. Whether we resolve our space difficulties by moving to another area, by some sort of architectural reorganization of our present area, by a significant conversion to microforms, or, as is likely, by some combination of these options, we will need to have arrived at a workable solution before the problem reaches crisis proportions.

We will continue to rationalize our handling of international documents. With the help of the Serials Department, we will continue to chip away at the backlog of unprocessed items; and we will continue to work on familiarizing ourselves with the publications that will help us in providing reference service for international documents. Our efforts in this area will be expedited by my return to the position of International Documents Librarian.

Although it is impossible at this point to know whether the GPO's microforms program will turn out to be a strength or a limitation, it is bound to have a major impact on the Government Documents Department. Some sort of pattern should develop during the next year, and we will deal with the situation accordingly.

Although we expanded our reference service to 78 hours per week this year, we still lack reference service on Friday and Sunday evenings, and this has caused some problems for our patrons, as well as for the Central Reference Department and the Loan Department. If our wages budget permits, we would hope to be able to schedule a student assistant to work on the Documents reference desk for at least some of these hours.

A handwritten signature in black ink, reading "Robert Mitchell". The signature is written in a cursive style with a large, prominent initial "R".

Robert Mitchell
Acting Head Documents Librarian

APPENDIX

STATISTICAL SUPPLEMENT TO THE ANNUAL REPORT OF THE ACTING HEAD DOCUMENTS
LIBRARIAN FOR THE 1977-1978 YEAR

Public Service Statistics

Reference questions	1976-77:	10,074
	1977-78:	11,738
Directional questions	1976-77:	3,570
	1977-78:	6,336
Library Skills Program reference questions	1976-77:	none
	1977-78:	1,583
Library Skills Program directional questions	1976-77:	none
	1977-78:	1,930
Total questions	1976-77:	13,824
	1977-78:	21,587
Circulation	1976-77:	4,698
	1977-78:	7,800

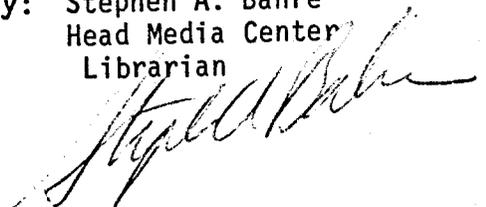
Technical Service Statistics

Items received, hard copy: Depository	1976-77:	35,964
	1977-78:	31,874
Non-depository	1976-77:	8,898
	1977-78:	7,326
Total for year	1976-77:	44,862
	1977-78:	39,205
Total estimated printed documents		757,040
Items received, microforms: Microfiche -- Depository	1976-77:	none
	1977-78:	4,763
Non-depository ...	1976-77:	31,251
	1977-78:	37,334
No microcards or microfilm added in 1977-78		
Total estimated microforms holdings:		
Microfiche: 312,000 fiche		
Microfilm: 5,320 reels		
Microcards: 17,600 cards		
Items bound	1976-77:	157
	1977-78:	895

1977-78
MEDIA CENTER
ANNUAL REPORT

Submitted to: Mary Dale Palsson
Assistant University
Librarian for Public
Services

By: Stephen A. Bahre
Head Media Center
Librarian

A handwritten signature in cursive script, appearing to read "Stephen A. Bahre", written over the printed name.

SUMMARY

The expansion of the public services aspects of the Center dominated the activities during the 1977-78 fiscal year. Media Center staff spent more time than ever before involved with related public service aspects including reference desk time, orientations, equipment set-up and room use.

Each full-time staff member averaged approximately 15 hours per week assigned to reference desk duties. Over 7000 information requests were handled during this period, including almost 1200 in the month of September (see Appendix). Orientations to the Media Center also increased with 38 sessions given to over 900 people. The increased demand for these types of activities enabled the staff to curtail, re-evaluate, and reassign many of the clerical duties that were once common to their jobs.

The increased use of the Center brought about an increased demand for new materials. All staff members became more involved in Collection Development activities. Previewing materials became a regular part of the staff activities. Over \$26,000.00 worth of new materials were purchased before March 1978, with over \$3,000.00 of new requests held over for the 1978-79 fiscal budget year. The demand for new materials resulted in the creation of a newsletter for the Center, Visuals. Over 200 requests per issue were made, on the average, during its first six issues. As in all areas, the entire staff played an active part in the compiling of this useful information tool.

Activities relating to the physical resources of the collection also showed a marked increase with over 4300 equipment requests (highest ever), and over 3900 hours of room use during the year (see Appendix). Video tape playback also showed a marked increase with over 2000 hours of VTR playback use.

Two major projects during the year dealt with statistics and the Juvenile Collection. With the cooperation of the Catalog Department, a new streamlined method of keeping statistics on holdings was developed. As a result, the staff recounted the entire collection of materials during the Christmas break. The recommendations from the Ad-hoc Committee on Handling Children's Literature were the determining factors for the other major project for the year, begun in June. The children's book collection, which is located outside the Media Center, was defined and became officially known as the Juvenile Collection. This change resulted in all of the Library of Congress classified juvenile works being restamped with the new designation. Media Center staff began on the project in June and will hopefully complete the major portion of it by Fall semester. Unfortunately, due to the busiest June ever, the project was slower getting under way than planned.

The staff was also very active in Library activities outside their already busy schedule in the Center. These included the following: Rae Swedenburg, Merit Study Committee and tour guide for Library Building orientations; Bette Holt: Graphics Committee and tour guide for orientation; Gabriela Sonntag,

Secretary of the Library Staff Association; and myself, Chair of the Ad-hoc Committee on Handling Children's Literature, and Library Skills Program.

Staffing, as in the past, was very stable except toward the end of the Spring semester. I resigned in May, effective August 15, 1978, to accept the position of Library Director at Merrimack College in North Andover, Massachusetts. Rae Swedenburg has been appointed to serve as Acting Head during the period of searching for a new permanent head of the Center. Also in May, Gabriela Sonntag relocated in Austin, Texas, to work toward her Master's in Library Science. She was replaced by Randi Sanders.

During the Spring semester, the Media Center's second internship was offered to Bruce Palmer. Bruce, a graduate student in the Graduate Library School, proved to be an excellent addition to the staff during his stay.

STRENGTHS

This is the easiest section to write since the staff of the Media Center provides the major strength. The staff has always played an active part in every aspect of the Center. In recent years, the priorities of the Center have changed and the staff has easily changed with them. The previous section clearly shows the work accomplished by the staff. All of these activities were accomplished because the staff is talented, interested, active, and unselfish. This is reinforced by the quality of materials being

acquired by the Center. The staff's subject expertise and judgment, along with their excellent rapport with the University teaching faculty has netted a high quality of holdings, supportive of the University's curriculum.

LIMITATIONS

After the first full year of operation, some limitations have surfaced. Probably the most obvious and nagging is the lack of new materials being cataloged for the Media Center. The backlog has become almost as large as the cataloged collection. The Catalog Department has, unfortunately, been placed in a bind since OCLC still has not put the non-book profile into their file. Media Center staffmembers Bette Holt, Rae Swedenburg, and Gabriela Sonntag all aided in searching all of the backlog on OCLC, however because of the lack of the profile, few items were cataloged. Hopefully, this will be attacked by some other method in the future, since it still appears that OCLC is six months away from adding the non-book profile to their file.

Another limitation is the classification of staff. Since the Media Center has realigned activities, the need for clerical help has decreased. More reference desk time and other public service activities have become a part of the staff's jobs. The most affected are the positions of Library Clerk II. Both have to sit at the reference desk to meet the increasing demands of public services. Both are underclassified and should be reclassi-

fied at a minimum of Library Assistant I.

For the first time, room space became a problem. It appears if we keep growing as we are, lack of space will surface as one of our limitations within a year.

FUTURE

Since I will not be here, I can only pass on some of the ideas and goals that I would set forth.

The number one priority would be to catalog the backlog of materials on the shelves. Number two, raise the classification of the career staff to more adequately reflect the job being demanded of them. Three, establishment of a Media Center acquisition policy that follows the Library's acquisition policy, limited only to audio-visual formats. If these three things were accomplished during the next year, along with the increased activity expected, the year would be a successful one.

Long-term goals should be centered around the developing of ways to expand the facilities within the physical limitations of the existing building.

APPENDIX

STATISTICS

SECTION I

NEW ACQUISITIONS CATALOGED FOR THE MEDIA CENTER
1977-78

A. HOLDINGS 1976-78

	1976	1977	1978 *
Media Pieces	11,213	27,131	33,726
Media Titles	2,000 (est.)	4,000 (est.)	4,343

* In December (1977) the Media Center and Catalog Dept. re-defined the method in which statistics would be kept on new acquisitions. The 1977 total holdings recorded, however, were within a few percent of the new method and remain as originally recorded in earlier annual reports.

Textbooks	9,942	10,134	10,272
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Juv. Coll. Statistics are being kept by the Catalog Dept.

B. NEW TITLES CATALOGED FOR MEDIA CENTER BY MEDIA DESIGNATOR, 1977-78

Designator	1977*	Added	Withdrawn	Net + -	Total
Book	59	26	0	26	85
Filmstrips	2177	37	6	31	2208
Games	54	9	0	9	63
Kit (Multi-Media)	48	7	0	7	55
Motion Picture					
8mm	0	0	0	0	0
16mm	2	0	0	0	2
Concept	233	0	1	-1	232
Slides	104	14	0	14	118
Sound Recordings					
Phonodisc	709	37	5	32	741
Audio-Cass.	101	14	0	14	115
Reel to Reel	293	0	0	0	293
Transparencies	49	0	0	0	49
Video					
1/2 inch	1	0	0	0	1
3/4 inch	12	7	0	7	19
disc	0	0	0	0	0
Miscellaneous					
Art Print	40	0	0	0	40
Chart	93	2	0	2	95
Diorama	1	0	0	0	1
Flash Card	11	1	0	1	12
Model	18	1	0	1	19
Picture	161	3	0	3	164
Realia	15	0	0	0	0
Teach. Dev.	16	0	0	0	16
TOTALS	4,197	158	12	146	4,343

SECTION I (Con't.)

C. NEW PIECES CATALOGED FOR MEDIA CENTER BY MEDIA DESIGNATOR, 1977-78

Designator	1977*	Added	Withdrawn	Net + -	Total
Book	335	48	0	48	383
Filmstrip	2,739	111	6	105	2,844
Games	65	27	0	27	92
Kit	16	0	0	0	16
Motion Picture					
8mm	0	0	0	0	0
16mm	16	0	0	0	16
Concept	275	0	1	-1	274
Slides	12,578	3,782	0	3,782	16,260
Sound Recordings					
Phonodisc	1,670	115	5	110	1,780
Audio-Cass.	878	127	0	127	1,005
Reel to Reel	659	4	0	4	659
Transparencies	541	72	0	72	613
Video					
1/2 inch	1	0	0	0	1
3/4 inch	12	7	0	7	19
disc	0	0	0	0	0
Miscellaneous					
Art Print	354	0	0	0	354
Chart	816	54	0	54	870
Diorama	12	0	0	0	12
Flash Card	1,241	374	0	374	1,615
Model	20	1	0	1	21
Picture	5,447	1,177	0	1,177	6,624
Realia	154	0	0	0	154
Teach. Dev.	16	0	0	0	16
Maps	67	11	0	11	78
View Master	16	0	0	0	16
TOTALS	27,928	5,810	12	5,798	33,726

SECTION II
 INFORMATION REQUESTS
 1977-78

SUMMARY:	REFERENCE	DIRECTIONAL	TOTAL
	5,419	1,885	7,304

Chart 1 : TOTAL INFORMATION REQUESTS BY MONTH, 1977-78

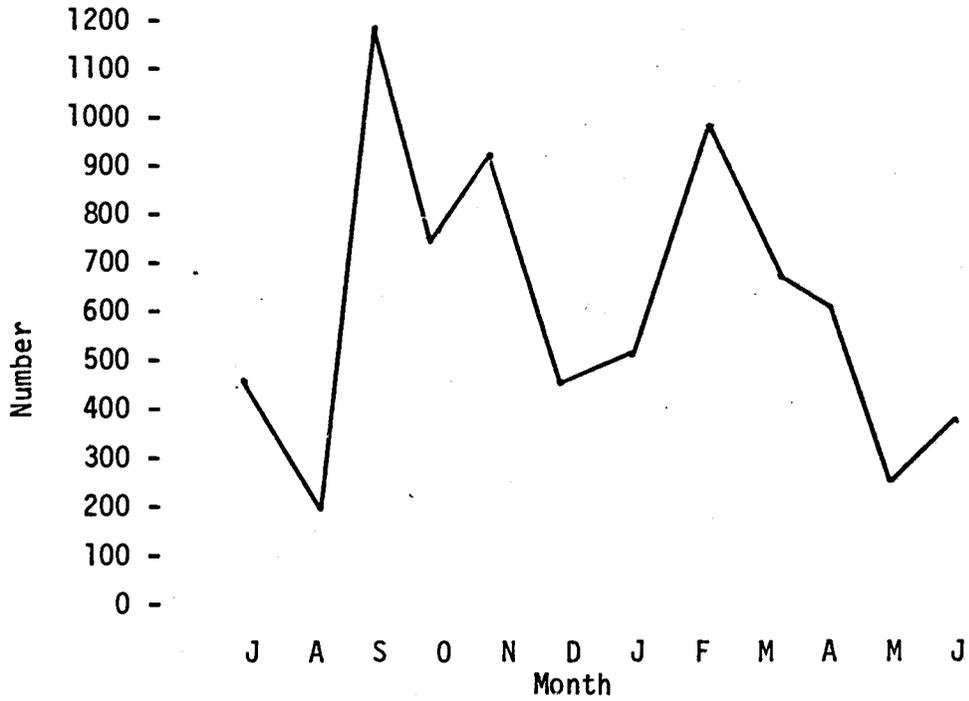
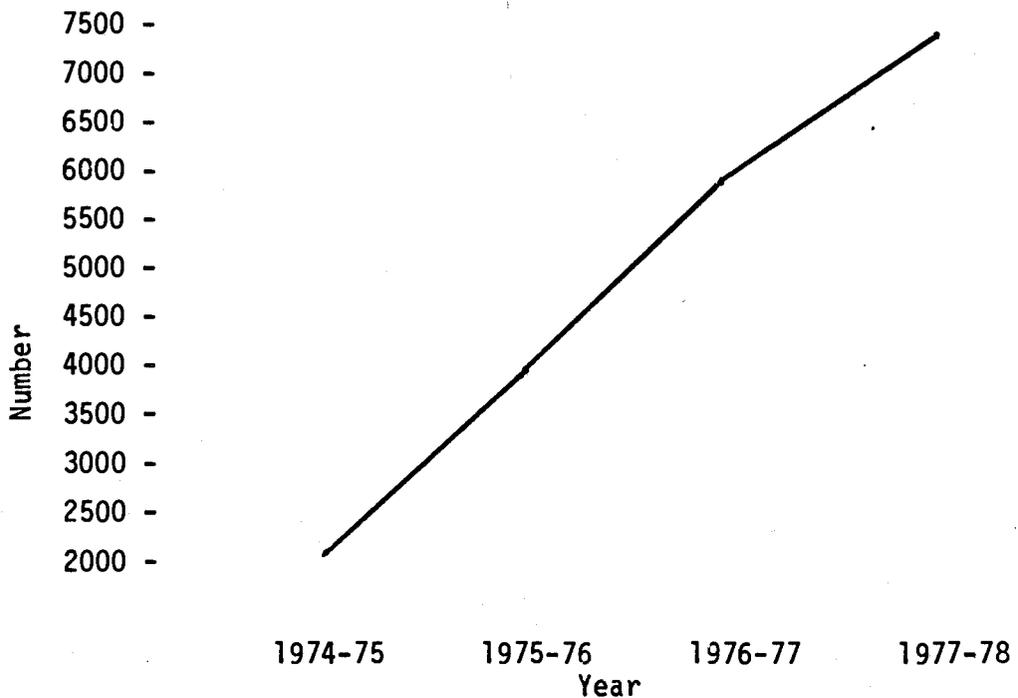


Chart 2 : TOTAL INFORMATION REQUESTS BY YEAR, 1975-78



SECTION II (Con't.)

Chart 3 : INFORMATION REQUESTS (Reference and Directional) BY MONTH, 1977-78

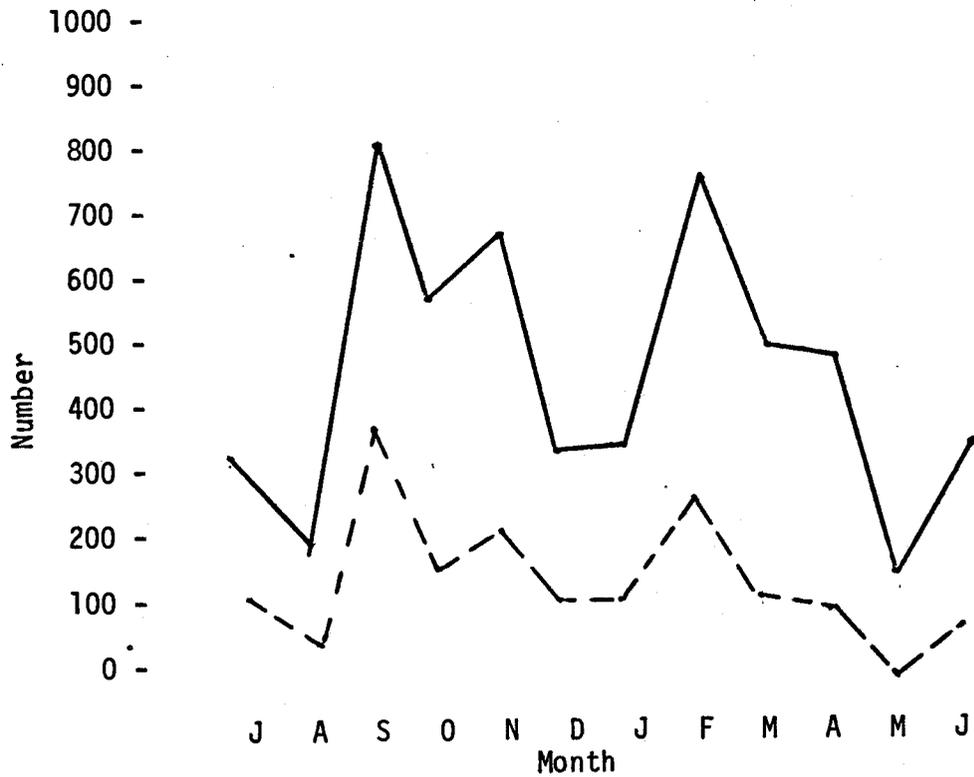
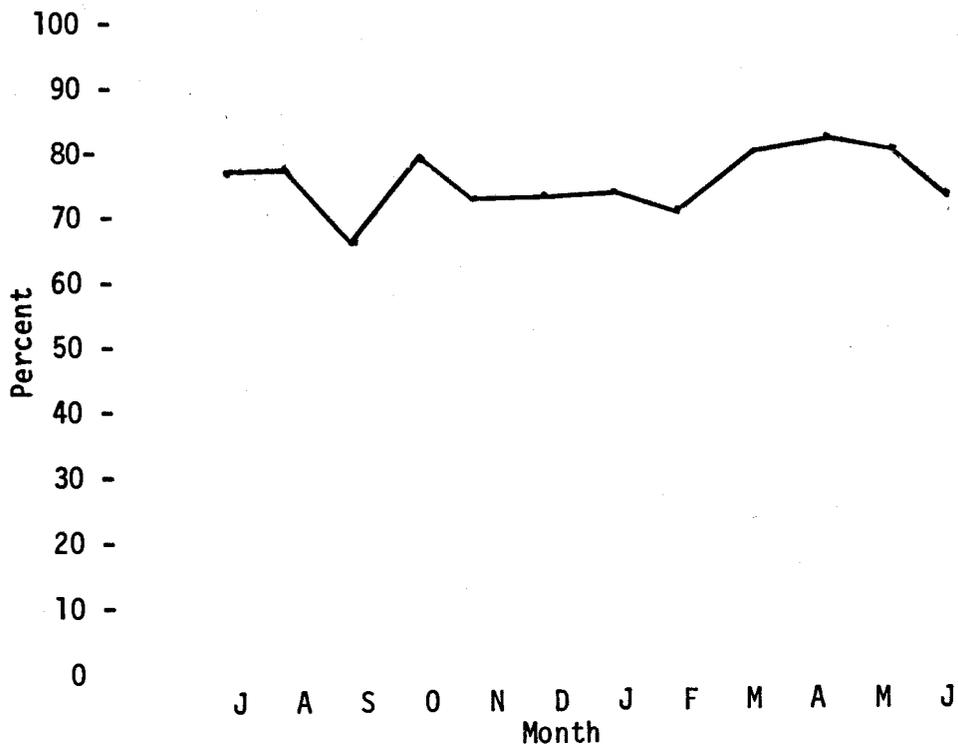


Chart 4 : PERCENT OF REFERENCE REQUESTS TO TOTAL INFORMATION REQUESTS BY MONTH, 1977-78



SECTION III

INSTRUCTIONAL SESSIONS

A. SUMMARY

Total sessions: 36 Total students: 933

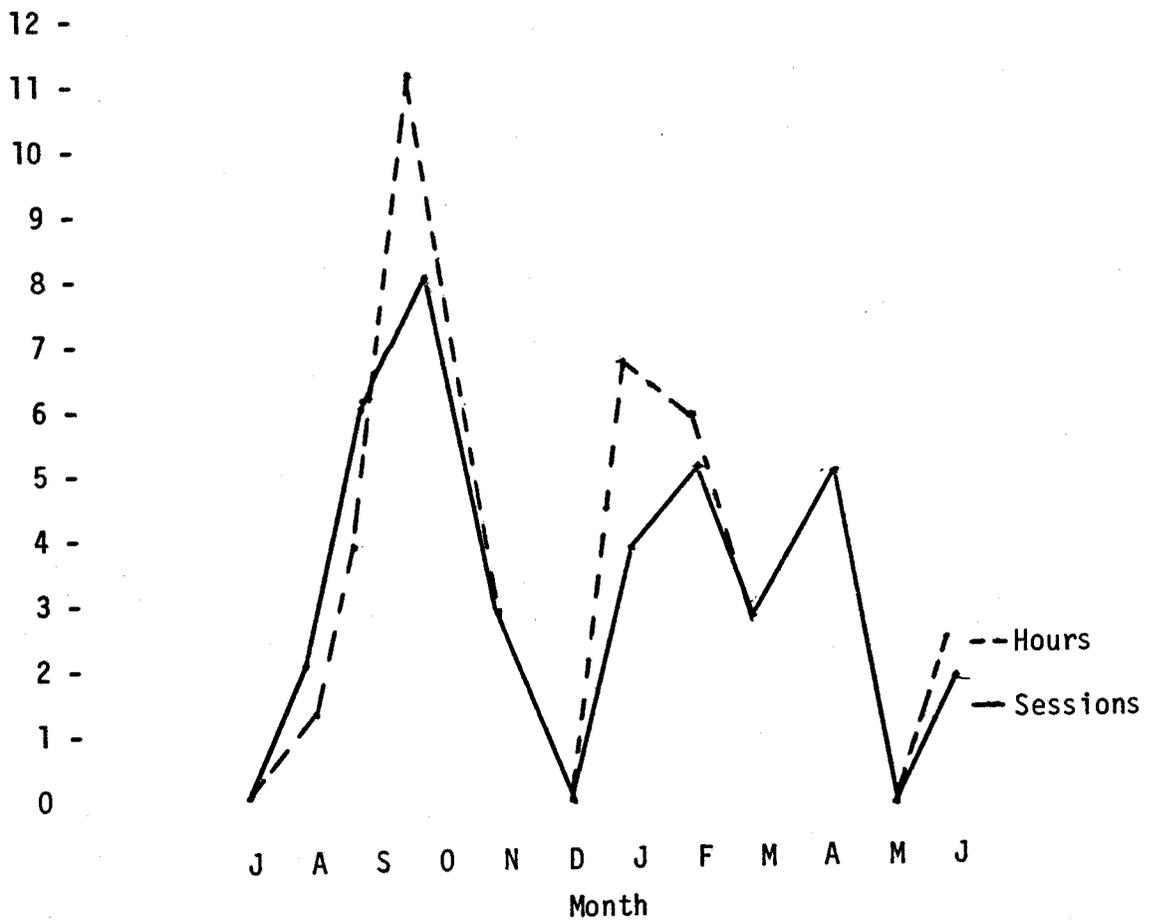
Total time: 44 hours

B. LIST OF SESSIONS

DATE	COURSE	PROF.	STUDENTS	TIME	INST.
8/29	Elementary Education 123	Beeker	30	60	Swedenburg
8/31	Secondary Education 190 L	Fitzner	30	30	Bahre
9/1	Elementary Education 124	Horach	30	30	Bahre
9/8	Library Science 282	Grimes	25	30	Holt
9/15	Secondary Education 190 0	Pate	25	60	Swedenburg
9/19	Secondary Eduaction 130(3)	Howard	30	30	Bahre
9/20	Secondary Education 130(4)	Howard	30	30	Bahre
9/22	Elementary Education 226	Romero	35	60	Bahre
10/1	Tucson Dist. #1 Teachers	Hooper	30	60	Bahre
10/4	Elementary Education 177	Cox	30	30	Swedenburg
10/5	Library Science 382	Gothberg	15	90	Bahre
10/6	Maxwell J.H.S. Honors Class	Orr	25	120	Bahre
10/12	Secondary Education 130(2)	Letson	30	90	Bahre
10/13	Library Science 348	Johnson	15	90	Bahre/Holt
10/13	Pima Coll. Library Tech.	Umbarger	30	180	Bahre
10/17	Secondary Education 130(2)	Letson	30	60	Bahre
11/1	English 212	Fleming	30	30	Bahre
11/8	Library Science 301	Kendall	30	60	Bahre
11/10	Library Science 381	Risebrow	15	90	Bahre
1/25	Secondary Education 190 L	Fitzner	25	60	Holt
1/25	Block Prog. Stud. Teachers	Evan	25	120	Bahre
1/25	Block Prog. Stud. Teachers	Evan	25	120	Bahre
1/25	Block Prog. Stud. Teachers	Evan	25	120	Bahre
2/9	Elementary Education 226	Romero	20	90	Sonntag
2/14	Secondary Education 130(2)	Howard	23	120	Bahre
2/15	Secondary Education 190 U	Pate	25	60	Bahre
2/20	English 212	Fleming	20	30	Bahre
2/28	Library Science Workshop	Herrara	15	60	Bahre
3/1	CESL (teachers)	Dunkel	40	30	Bahre
3/4	Library Science Workshop	Herrara	15	60	Bahre
3/9	Secondary Education 316	Klein	15	90	Swedenburg
4/3	Higher Education	Schultz	30	60	Bahre
4/7	Sec. Ed. (Student Teach.)	Rickman	25	60	Bahre
4/7	Sec. Ed. (Student Teach.)	Rickman	20	60	Bahre
4/17	Secondary Education 217(1)	Klein	20	60	Bahre
4/17	Secondary Education 217(2)	Klein	20	60	Bahre
6/20	Library Science 304	Tollman	30	120	Bahre
6/29	Amer. Preschool Teachers	---	30	30	Holt

SECTION III (Con't)

Chart 5: Instructional Sessions by Month



SECTION IV
EQUIPMENT AND ROOM USE

A. SUMMARY	EQUIPMENT REQUESTS:	4348
	Highest Month:	642 (April)
	ROOM REQUESTS:	2526
	Total Hours:	3962
	Highest Month	
	Requests:	374 (June)
	Hours:	577 (June)
	VTR USE (hours):	2014
	1/2 inch:	754
	3/4 inch	1270
	Highest Month	
	Total:	433 (June)
	1/2 inch	157 (October)
	3/4 inch	396 (June)

SECTION V
CIRCULATION

A. SUMMARY

MONTH	BUILDING USE	HOME USE	TOTAL
July	409	390	799
August	216	255	471
September	469	853	1222
October	559	1315	1874
November	487	785	1272
December	229	286	515
X January	72	191	263
February	333	331	664
March	304	425	729
April	285	688	973
May	160	335	495
June	611	243	854
TOTAL	4134	6097	10,231

X Beginning in January 1978 statistics for Circulation were based on the same method as the Cataloging statistics.

ANNUAL REPORT
OF THE
HEAD LIBRARY SCIENCE LIBRARIAN
TO THE
ASSISTANT LIBRARIAN FOR PUBLIC SERVICES
FOR THE
1977 - 1978 YEAR

SUMMARY

The service hours of the Collection were extended in the fall semester by an additional twenty-five hours which increased the time the facility was open to the students and faculty by almost fifty per cent. This increase in service was made possible through the use of work-study funds.

The library was made more accessible to handicapped persons by opening a second door into the collection to which a ramp was constructed. Other modifications were also made to aid the handicapped including rearranging furniture and adding wide doors into the restrooms.

Surplus cabinets from the Main Library was used to expand the over-crowded public catalog and shelf-list files.

The collection was completely inventoried this spring for the first time since it has been in its present location. This, too, was accomplished through the use of work-study funds. The shelves were examined against the shelf-list, the collection circulation file and the computer printout of the daily circulation list.

This year an especial effort was made to build the Library Science Collection through the searching of the literature and the purchase of materials that had been missed over the past years of collection development. Although there is a critical shortage of space, it was felt that the collection should be strengthened in any weak areas even though this could mean the additional volumes would have to be shelved in the Main Library. Emphasis has been placed on development of areas in which relatively recent instructional programs have begun such as Information Storage and Retrieval.

I wish to commend the support staff in the Collection for the excellent work done during the past year, especially Ms Linda B. Parslow, the career staff member. Several student assistants should be acknowledged for their contributions, especially Jeannette Atkins, Steven Granger, Karen Biglin and Frank Robertson.

This has been an interesting and satisfying year for me. One in which I have gotten to know the faculty of the Graduate Library School through meeting with them in their faculty assemblies and more especially in informal discussions. I have found the student body to be stimulating and challenging and feel that many of them will make fine contributions to the library profession.

MAJOR STRENGTHS

The Collection's strength lies in the fact that there has been a willingness upon the part of the Library administration to support the collection development over the years of its existence and has permitted me to continue to build upon the fine collection.

The interest that the student body and their organization has shown in the Library has also been a source of encouragement and stimulation.

MAJOR LIMITATIONS

The only limitation for this Collection remains that of space. As the Collection continues to grow, it becomes increasingly apparent that it will soon be necessary to acquire additional space within the Graduate Library School compound, or begin to return infrequently used materials to the Main Library.

The decision to consolidate the children's literature within the Main Library will eventually provide some additional space, but the return of our historical children's literature collection to the Main Library cannot be soon enough to relieve the over-crowded library conditions.

FUTURE PLANS

The present space problem will necessitate an administrative decision within the near future concerning the location of the Collection. Either the Collection will have to acquire additional space within the Graduate Library School compound, or the vast majority of the Collection will have to be moved to other quarters. Expansion north into the cataloging laboratory and the lounge is the most logical step, if the Collection remains in the Library School.

APPENDIX

HOLDINGS

	1976/77	1977/78
Monographs	8005	8736
Periodicals	331	336
Non-book		
Cassettes	27	45
Kits	1	1
Microcards		1200
Microfiche		1085
Microfilm	407	212

CIRCULATION

Home Use	9042	9385
Reserves	10057	11392

Respectfully submitted,



Cecil W. Wellborn
 Head, Library Science Collection
 Librarian

MAP COLLECTION

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT
OF THE
HEAD MAP LIBRARIAN
TO THE
ASSISTANT LIBRARIAN
FOR
PUBLIC SERVICES
FOR THE 1977-1978 YEAR

SUMMARY

Because the Library's Map Collection serves the University community as a reference center for cartographic information, collection development is a major responsibility of the staff. Among the noteworthy titles acquired this year were the Blaythwayt atlas, a facsimile and commentary published by the Brown University Press, the UNESCO sponsored Atlas géologique du monde, and volume one of the Tübinger Atlas des Vorderen Orients. The Library also purchased two important new map series, Afrika-Kartenwerk, a publication of the German Research Society, and the Circum Pacific Map Project quadrants which are being compiled by the American Association of Petroleum Geologists. The department's historical cartography section has been strengthened by the addition of the new English journal, The Map Collector. The federal government's depository sendings provided topographic, geologic and mineral resources coverage of the United States as well as nautical and aeronautical charts, topographic sets and gazetteers of many foreign areas.

Much staff time was devoted to the technical servicing of these new acquisitions. Christine Ziegler continued to process the new materials, to maintain the acquisitions records, and to catalog and index the U. S. Geological Survey's topographic quadrangles for the fifty states. In cooperation with members of the Catalog Department the department's map cataloger, Linda Cottrell, produced an increasing number of OCLC catalog cards for the new acquisitions, and during the second semester Ms. Cottrell worked with the Dallas AMIGOS staff in an attempt to eliminate some of the problems involved in the production of catalog cards for sheet maps.

The staff provided service to the Library's map users by giving reference assistance, locating cartographic materials, conducting map room tours, teaching classes, issuing departmental publications and mounting exhibits. Special borrowers continued to use the resources of the collection heavily, and a number of out of state visitors used the department's holdings for research purposes.

Within the department a number of changes were made in the physical arrangement of the reading room and the map stack in order to provide space for some badly needed reading room shelving. The addition of several new sections has enabled the staff to rearrange the reference collection to allow room for future growth. During the winter intersession staff members tattle-taped this collection in an effort to reduce the department's book losses.

In an effort to protect the Library's historical maps Christine Ziegler started a long term map preservation project in which she is using a polyester film encapsulation process.

MAJOR STRENGTHS

Instructional service continued to be a major responsibility of the staff. Class visitations, tours and lectures were arranged for History 200, Geography 157, Oriental Studies 369, Library Science 301 and 348. Arrangements were also made for the geography class from the Nogales High School to meet in the Map Collection for the purpose of using cartographic materials. At the request of the AMIGOS Bibliographic Council Linda Cottrell conducted seven map format training sessions in Dallas, Houston, Tulsa, Little Rock, Lubbock, Tucson and Albuquerque from April 10th to April 29th. Her special task was to teach proper tagging for the new map format.

For the first time the University Library participated in the New Mexico Library Association Continuing Education Committee's Job Enrichment Continuing Education Program by serving as the host institution for Ms. Christine Buder, Special Collections Librarian of the New Mexico State University Library. For two weeks she worked in the Map Collection under the direction of Mary Blakeley, who assisted her in developing a plan for organizing her Library's collection of maps. During this time she also visited other departments including the Media Center and the Special Collections Department.

As a way of providing service to the public Christine Ziegler and Cheryl Coumans mounted exhibits for Wildcat Country week, the Annual Conference of the Society for the History of Discoveries, and Ms. Coumans also mounted an exhibit for the Pima County Town and Country Fair.

Last year Cheryl Coumans conducted a survey of Arizona libraries, commercial firms, and government agencies to determine their Arizona map and aerial photography holdings. Using the completed questionnaires she compiled A Directory of Map and Aerial Photo Resources in Arizona which the University Library published and distributed for her this year.

Staff members were involved in a number of noteworthy professional activities during the year. Linda Cottrell was chosen president elect of the newly formed Arizona Chapter of the Special Libraries Association. Cheryl Coumans attended a meeting of the Western Association of Map Libraries in San Diego, and a joint meeting of the U. S. Geological Survey and the Special Libraries Association in Denver. Mary Blakeley was asked by the Map Librarian of the University of Connecticut Library and the Mines and Engineering Librarian of the University of Nevada Library to assist them in planning equipment needs and space requirements for their new map libraries. She also continued to be a contributor to the Information bulletin, the official publication of the Western Association of Map Libraries.

MAJOR LIMITATIONS

The present staff of the Map Collection consists of three librarians and one library assistant. Because the department lacks a support staff many clerical duties must be assumed by these staff members. The addition of a career staff position would create a better balance in the distribution of staff responsibilities.

FUTURE PLANS AND GOALS

To serve the University community by providing reference, information and loan service, by lecturing to classes, and by providing assistance in the use of cartographic materials.

To work toward the development of a cartographic research library that will support the instructional, research and public service programs of the University community.

To insure proper access to the department's resources by providing current bibliographic records of the cataloged holdings.

To continue the use of the map preservation process that has proven to be a successful method of protecting the Library's historical map collection.


Mary Lloyd Blakeley
Head Map Librarian

APPENDIX

ACQUISITIONS STATISTICS

Additions to the Map Collection, Fiscal Year 1977/78

Aerial Photographs	55
Books	306
Globes	1
Sheet Maps	5,738
		<u>6,100</u>

Withdrawals, Fiscal Year 1977/78

Sheet Maps	20
Books	4

Total Holdings of the Map Collection

Aerial Photographs	14,798
Books	3,263
Globes	11
Sheet Maps	129,347
		<u>147,419</u>

PUBLIC SERVICES STATISTICS

Circulation

Home Use	8,339
Library Use	16,013

Reference Questions

Inquiries Answered	5,769
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MUSIC COLLECTION

UNIVERSITY OF ARIZONA

ANNUAL REPORT OF THE
HEAD OF THE MUSIC COLLECTION
TO THE
UNIVERSITY LIBRARIAN
FOR THE 1977-1978 YEAR

SUMMARY

The Music Collection made professional contributions at a national level in the publication of the article, "Music for Flute and Harp: A Continuing Bibliography," in the American Harp Journal, by Mr. King. Ms. Phillips spoke at the annual conference of the National Flute Association in San Francisco. Forty-five out-of-state libraries borrowed flute music from the Library's special collection (in addition to other music which was lent to libraries outside the state.)

Major acquisitions include six sets of monumenta, and on microfiche (a media new to the Music Collection), a set of 75 dictionaries and encyclopedias, the rare book collections of two major libraries, and 200 doctoral dissertations. Microfiche will also be used by staff to facilitate loan desk procedures. Serials lists in the same format will be received periodically and will supply borrowers with current information concerning library holdings for music journals. Gifts received during the year numbered 1,877, at a value of \$5,000.00.

The problem of finding quarters with sufficient space somewhere on campus is a critical one; effort to solve the need was made throughout the year, but no options remain at this time. To move the Music Collection to the Main Library would remove an established service and place a hardship upon the faculty and students in the School of Music. Integration with the Main collection would diminish the potential of the branch; by dispersing the staff and some parts of the collection the character which it has formed over a 20-year period would, at best, be altered.

Future plans include the acquisition of the John Wummer Flute Collection, and the libraries of the American Opera Association and International Trombone Association. It will be necessary for the Library to accept the Hill Collection (historical American popular songs) within the coming year, if it plans to acquire it; but to do this, the Library will need to make the collection available to users and not divert it to storage. These stipulations, imposed by the donor, add pressure to the need for a decision concerning the future location of the Music Collection.

MAJOR STRENGTHS

Service to borrowers and collection building received major emphasis during the year as space problems have inhibited the development of new programs.

As in former years, gifts were numerous. Received during the year were 1,877 scores and records which were valued at \$5,000.00.

A bibliography prepared by Mr. King was printed in the American Harp Journal.

Miss Phillips spoke in San Francisco at the National Flute Association annual conference.

Use of the National Flute Association collection continues to grow. During the year, 127 requests were received from 45 out-of-state libraries throughout the country for music from this collection.

The Library continues to enjoy outstanding rapport with the faculty, students and administration of the School of Music. It is largely through the efforts of concerned faculty members, who actively participate in national organizations, that the Library is made aware of the availability of valuable collections. Frequently, the faculty members act as liaison between musical organizations and the Library.

Mention should be made of the superior work of the Music Collection staff during the past year. Performing under difficult working conditions they have maintained an attitude of mutual cooperation, and have offered superior service to borrowers while maintaining a high level of work performance.

MAJOR LIMITATIONS

Very little in the way of future planning can take place until additional space is provided. The Library Administration is aware of the critical need for more space as this subject has been discussed at length in reports over the past 17 years. During the past year, the Library Administration has been responsive to this need in investigating numerous solutions with President Schaefer, in appointing a special committee to assist with the problem, etc. However, at this writing, all apparent options have been exhausted.

As outlined in previous memoranda, new quarters must provide a shelving area which would accommodate both the books and journals from the Main Library and all materials now in the Music Collection; enlarged listening facilities which would be in keeping with the present size of the student body and the calibre of the collection; space for proper storage of record, tape, sheet music and popular song collections, the Hill and Belden collections, and appropriate quarters and work area for staff.

If further effort is not made to find a place for the Music Collection, the Library will be faced with the regrettable decision of moving to the Main Library, a solution which would be a painful one for the School of Music in that this facility would be made less accessible, and the personal service which has long been offered to both faculty and students would no longer be possible. It is unlikely that the cohesiveness of this collection could be maintained in the new building, and it is improbable that the momentum for building a diversified and outstanding collection could be continued within a larger organization.

Machine processing has added to the burden of work of those staff who are responsible for processing new materials as they are sent on from the Catalog Department. After months of inactivity related to problems occurring with the onset of computerized cataloging for music in October, the new computerized cataloging has processed both records and music so rapidly that additional part-time assistance will be needed to deal with related checking-in procedures if the tempo of incoming books continues. Our impossibly crowded work area, plus the fact that no storage facilities exist for incoming music, compounds this problem.

In the spring semester embossing of borrowers' cards (identification cards) was suddenly discontinued by the Registrar's office. The Demco system now in use requires embossed identification cards. A transfer to a computerized system to accommodate branch charging is a future possibility, depending upon new equipment which is selected by the Main Library. Study of this problem is underway.

FUTURE PLANS

In anticipation of receiving equipment to read microfiche within coming months the Music Collection is acquiring a large number of doctoral dissertations and a set of 75 historical music dictionaries and encyclopedias in microform. The holdings of the rare book collections of the Sibley Library at the Eastman School of Music and the Music Division of the Library of Congress have been ordered on microfiche. A list of current serial holdings will be received from the Serials Department on a periodic basis and will provide a new service to faculty and students. The new equipment will also assist staff in loan-related procedures by using microfiche registration lists of students.

Negotiations are in process to acquire the collection of recently deceased John Wummer, international concert artist and principle flutist of the New York Philharmonic Symphony Orchestra. This collection, said to be the most important private collection of flute music in this country, has been acquired over many years both in this country and abroad.

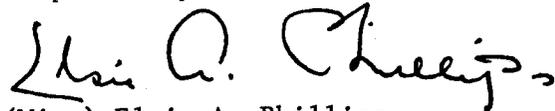
Plans are progressing to acquire a collection of contemporary opera manuscripts and tapes from the National Opera Association and to establish a center for 20th Century American opera at the University.

Also nearly finalized are plans to acquire the library of the International Trombone Association, the music to be handled on the same basis as the National Flute Association collection, thereby establishing this library as a center for trombone music.

The addition of important collections, such as the above, not only adds prestige to the University, but also assists the School of Music in recruiting students. While pressing space problems are taken into consideration when negotiating for them, it is essential to acquire this material when it becomes available, not when it is convenient, or it will be lost to another library.

Some decision must be made soon regarding the problem of finding space for the Hill Collection as Mr. Hill wishes to have the collection taken over by the University during the present year. The conditions placed upon our acceptance of the gift require that the collection cannot be stored and that it must be made immediately available to borrowers. Fortunately, the collection is cataloged. It would be regrettable if the collection were to be given to another institution, especially since the Music Collection has become so strong in its holding of historical American popular music.

Respectfully submitted:



(Miss) Elsie A. Phillips
Head, Music Collection

MUSIC COLLECTION STATISTICAL REPORT
 July 1, 1977 -- June 30, 1978

CIRCULATION STATISTICS

Building Use

Records	31,004
Tapes (included with records)	
Other	7,590

Home Use

Records and Tapes	11,768
Other	19,849

Total Circulation	70,211
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STOCK STATISTICS

	<u>Added</u>	<u>Withdrawn</u>	<u>Total Holdings</u>
Scores	1,422	30	27,864
Sheet Music	1,019	2	20,773
Teaching Materials	9	10	15,163
Collection			
Classroom Collection	1	0	1,145
Records	697	8	18,463
Tapes	0	0	407
Microcard	0	0	506
Pamphlets	0	0	844
Total Holdings	<u>3,148</u>	<u>50</u>	<u>85,165</u>

REFERENCE SERVICE

7,330

UNIVERSITY OF ARIZONA LIBRARY

ORIENTAL STUDIES COLLECTION

ANNUAL REPORT OF THE
HEAD ORIENTAL STUDIES LIBRARIAN
TO THE UNIVERSITY LIBRARIAN
FOR THE YEAR
1977-1978

1. SUMMARY

Just as reorganization and change were the main points of my annual report last year, consolidation of gains and comprehensive reassessment of our overall situation are the major themes of the evaluation this year.

During the process of the reorganization of the departmental procedures last year, many of the minor problems had to be put aside for consideration later. Most of these have since been given detailed attention and resolved. One of the more important problems was the lack of comprehensive bibliographic control over Arabic, Urdu, and Hindi materials in our huge backlog. This has been remedied through the filing of temporary cards supplied by the Library of Congress Field Offices in Cairo, Karachi, and New Delhi.

Some of the changes we had embarked upon last year are still being carried out. The transfer of the uncataloged Japanese materials to the Catalog Department has been completed, but the Chinese materials, much larger in quantity, are still being processed and moved. We hope to adopt a somewhat faster pace in the fall this year and transfer the rest of the materials by the end of the year.

The continuing healthy pace of growth of the Collection, both in acquisition of materials and in patron usage of its resources, is, in addition to being a source of great professional satisfaction for the staff of the Collection, also a cause of considerable increase in the amount of work. The serious shortage of career staff employees continues to be a growing problem and the failure to remedy the situation at an early occasion could result in serious deterioration in the quality of services offered by the Collection.

There was no change in the Collection staff during the year, but the two half-time positions of Library Clerk II were reclassified and upgraded to Library Assistant I. This brings the job designations in closer conformity to the actual responsibilities of the career staff members.

2. MAJOR STRENGTHS

Expansion. The addition of about 50% more space and shelving units to the Collection provided the badly needed expansion area. In July and August last year, all sections of the Collection were shifted and expanded in their new quarters. As a result, the Collection has become a much more inviting and aesthetically attractive place for the patrons.

Growth. During the past year we have experienced accelerated growth, and the newly added space has been filling up fast. In addition to a satisfactory acquisitions budget, the PL-480 acquisitions from Cairo, Karachi, and New Delhi are flowing in at a faster pace. The LC Field Offices in Egypt and India were reorganized recently, and a very noticeable result is an increase in the quantity and quality of materials being received from these offices. The number of Arabic periodicals has been increasing very fast, and the quality of Arabic publishing has started to reflect the infusion of great wealth into the Middle East economies. Among the important materials received last year were three complete sets of records and cassette tapes of the recitations of the whole text of the Koran. These sets, which are being placed in the Media Center, will be of great value to both the students of Arabic language, and the more than 600 Muslim students at the University. Our acquisitions in Chinese and Japanese have also been maintained at a high level.

Backlog Transfer. The transfer of uncataloged backlog to the Catalog Department has proceeded smoothly. The transfer of Japanese materials was completed in June, and our Japanese catalog now provides us complete bibliographic control for all materials in any stage of acquisition or technical processing. The patron access to these materials through the catalog has also been brought up to the Library standards. The transfer of Chinese materials is still continuing. During the last year about 2,500 volumes were transferred. Another 2,500 still remain in the Collection. If the expected federal funds become available through the East Asia Center, we hope to complete this by December, 1978.

Catalog Access. Another achievement last year was the consolidation of records of uncataloged Arabic, Hindi, and Urdu materials into the respective catalogs. Until the end of 1977, the records for the PL-480 backlog materials were kept separately in the LC card number sequence. As a result, the patrons had no catalog access to the materials in the backlog. This has been remedied by the filing of pre-catalog cards provided by LC for all materials received in Arabic, Urdu, Hindi, and other South Asian languages. Our catalogs in these languages now provide us comprehensive access to all materials.

Statistics. The statistical records of the Collection holdings had been based until recently on seriously faulty estimates and calculations. An actual handcount of the Collection holdings has given us much more reliable statistical figures. Japanese, Middle East, and South Asia sections have already been counted, and we hope to complete the Chinese count very soon.

3. MAJOR LIMITATIONS

Many of the limitations I recounted in the annual report last year are still as serious as they were last year. Our cataloging backlog is still huge, the shortage of career staff has become even more acute and serious, and our wages budget is still very inadequate. Our long-range limitation, the location of the Oriental Studies Collection in a building away from the Main Library, will need to be kept in mind, and I will continue to point it out every year.

Automation of Loan System. We had planned last year to put our Harvard-Yenching classified materials in Chinese and Japanese languages on the Library-wide automated circulation system. This has not been done. As the present automated circulation system in the University Library is already in a bad shape, and acquisition of a new circulation system is anticipated within the next two years, it was not considered cost-effective to put these materials on the present system. This would have to wait until a new circulation system is installed.

4. FUTURE PLANS

Following are some of the important projects we hope to get finished during the next year.

1. The transfer of the Chinese backlog to the Catalog Department has been taking longer time than we anticipated last year. We hope to be able to devote more time in the next six months to this project. The remaining 2,500 volumes will be moved to the Catalog Department within the 1978-1979 year.
2. The estimates of our Chinese holdings are based on very unreliable calculations. We need to establish a more accurate basis for our statistical statements. A handcount of the Chinese section will be undertaken during the Fall semester this year.
3. Although our Persian and Turkish holdings have grown very rapidly during the last year, the total collections in these two languages are still far short of filling the core-collection standards. We are planning to establish a blanket order arrangement with a book-dealer in Iran.
4. We need to develop a policy and procedures manual for the Collection. I will be working to prepare this document.
5. We also need to have written collection development policies for different sections of the Collection. Input from the faculty members in the Oriental Studies Department will be sought in the preparation of these policies.
6. During the long years when the Collection did not have any comprehensive bibliographic control over the backlog and materials on order, a large number of duplicates accumulated in the Collection. We need to take an inventory of these materials, ascertain if any of these need to be added to our Collection as replacements or added copies, and then dispose of the rest through exchange or sale to another library.

July 12, 1978



Riaz Ahmad
Head
Oriental Studies Collection

SCIENCE-ENGINEERING LIBRARY

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
HEAD SCIENCE LIBRARIAN
TO THE UNIVERSITY LIBRARIAN
FOR THE 1977-1978 YEAR

I. SUMMARY

Presented here is a summary of the year's activities:

Agricultural Microfilm Project - This project, overseen by Mr. Khan, is almost completed. All of Arizona's Experiment Station, College of Agriculture, and Extension Service publications were assembled, collated and inspected, so that a complete set could be prepared for microfilming. By far most of the work was done by Mr. Khan and a student assistant, Ellen Cohen, but almost everyone here contributed to the effort.

Card Catalogs --Changes and Improvements - Mr. Khan, Ms. Smith, and others on the staff planned and successfully executed an expansion of both our Author-Title and Subject files. This was done in conjunction with a shift of the catalogs which brought them closer to the Reference Desk, a move which also freed more space in the Lobby. Lastly, the Catalog crew is in the midst of supplying cross-references wherever they are lacking; about 10,000 references will be needed.

Collection Development - Mr. Espenshade portioned out to the reference staff a number of important bibliographic tools so that we could all help in identifying and ordering materials which our standing orders would not automatically bring us. The staff also examined a draft of the Library's comprehensive collection development statement and made a number of helpful suggestions.

Construction - In order to open up the reference area and make the Desks more visible to our public as well as create space for our Card Catalog expansion, some remodeling was necessary. The glass and metal doorway and the ILL Office were removed; in addition more lights were added to the ceiling of the passageway between the Lobby and Reference. Though we miss the office space which was lost, these alterations have worked out well.

Computer-Based Literature Searching - This enterprise got off to a slow start but by the Fall term it was keeping two searchers busy - Ms. Seide steadily and Mr. Mautner intermittently. Ms. Seide has, in addition, attended workshops and given demonstrations to interested students and faculty. We hope even more of the staff can eventually become involved in

searching.

Current Periodicals Room - Mrs. Wright and her team have completed the task of moving all unbound issues of currently-received periodicals into CPR. A lot of "mopping-up" work had to be done - missing issues searched, claimed and ordered, etc. - and it continues still. But CPR is an undoubted success.

Medical and Science Librarians Exchange Program - After discussions between Mr. Higdon and Mr. Mautner established that it might prove useful, Ms. Seide arranged a series of exchange visits, of two half-days each, between the Health Sciences Center reference staff and ours. Everyone considered it well worth while because of what they learned about the other library and the opportunity it provided to meet their colleagues.

Orientation & Related Activities - Besides the usual sorts of tours and lectures we all participate in, the two most notable efforts came from Ms. Murphy who worked with faculty in English and Engineering to provide guidance, bibliographies and lectures for various courses; and from Mr. Jones who contributed so importantly to the highly successful Library Skills project.

Signs - A building-wide committee, chaired jointly by Mrs. Wright and Mr. Jones, completed most of its assignment. The results, a series of useful and attractive signs, are already evident.

II. MAJOR STRENGTHS & ACCOMPLISHMENTS

By all accounts, our collection is at the least very good and in some areas excellent. Science's holdings have now passed the 250,000 mark for bound volumes; in addition, we have close to half-a-million items on microform and some 24,000 documents and other materials. The reference staff was active as usual in ferreting out gaps in our collection and in searching for the publications which must be ordered individually.

Our reference efforts are also worthy of note. For the first eleven months of the year, we answered over 19,000 reference questions. This is already nine per cent ahead of last year's total; and with a month yet to go, we may surpass our previous record. For the first time we recorded directional questions; these amount to over 10,000 to date. In addition, the staff provided about sixty computer searches and produced fourteen bibliographies.

Our "Recent Accessions" lists had been based on a computer-produced listing the last several years. We have had complaints about it and no compliments, so a change was called for. Since we can not afford the time required to type all recent additions, the accessions lists now contain information only on new periodical titles and the more important reference books and documents we have received. Regardless, the new format has been well received.

The addition of a full-time clerk has improved our Microforms Room service, Ms. Underwood's other assignments have provided a needed variety to her job by giving her a chance to participate in other library activities and have also helped in our reference and book selection work.

Since several other important accomplishments were discussed in Part I, they will not be repeated here.

III. MAJOR LIMITATIONS AND WEAKNESSES

Science's most serious problem is a shortage of reference staff. Because of an ever-increasing load of work, due primarily to a larger involvement in orientation activities, more computer-based searching, and a heavy load of reference questions added to the staff's other assignments, we are in real need of another person.

There are several other areas in which the Science-Engineering Library falls short. None is of major importance in and of itself, and some are things over which we have no control, but cumulatively they are important and affect our work. Shelving of materials is chief amongst them. Though it is much better now, students and faculty still point out that books take too long to get to their proper places. Also, we are sometimes handicapped because materials which users expect us to have (i.e., items bearing GB, GC, and Q - V numbers) are not housed in Science and are not listed in our card catalog, so our patrons may not learn that the Library has them. This is true for all items of which the only copy is located elsewhere, e.g., in Special Collections. Not having a computer terminal for literature searches located in Science is also a handicap since it obliges searchers and their patrons to go to the Media Center each time a search must be done. Lastly, perhaps we must simply accept the elevators as a fact of life, but it should be pointed out once again that they are poor and a potential hazard, especially to the handicapped. Though the elevators' failures are not our doing, they still reflect adversely on the Library.

IV. FUTURE PLANS

Since a new Head Science Librarian will be appointed in the not-too-distant future, and s/he will undoubtedly have plans and priorities of his or her own, I will restrict this discussion to the smaller things we are planning, expecting, or hoping for.

Agricultural Microfilm Project - We anticipate that all the materials will be gathered and shipped out by August, and that the Reference staff will come to a decision on which films from other states are to be acquired and what materials, if any, from other states we will discard.

Biology Workbook - A suggested revision of the Workbook's library assignment will be submitted to Dr. Mellor. If our modifications are adopted, they will make the assignment more comprehensible to the students.

Current Periodicals Room - The ideal would be to have a closed-off room with an attendant on duty at all times. Short of that, it would be desirable to block the south exit to reduce the traffic through the room and inhibit students from taking periodicals to other parts of the building.

Reference Room - Sometime in the Fall, the Catalog Department will be reclassifying our reference monographs. Before then, we will need to decide which books will remain in reference and which can go to the stacks. To accommodate the R & R'ing of both monographs and serials, some additional stack shifting will be necessary also.

Staff Projects - Science staff members will embark on a number of enterprises, to list a few: bibliographies on various topics; increased publicity for our computer-searching; completion of our building signs project; improvements in our card catalog; and an interchange of reference staff with Central Reference.

APPENDIX I

APPROXIMATE HOLDINGS¹ 760,000

<u>Books & Bound Periodicals</u>		<u>Titles</u>	<u>Volumes</u>	
As of 1 July 1977		99,300	236,500	
As of 1 June 1978		108,500	253,000	
<u>Other Materials</u>	<u>Microforms²</u>	<u>Documents³</u>	<u>Misc.⁴</u>	<u>Total</u>
As of 1 July 1977	440,200	20,700	1,500	462,400
As of 1 June 1978	485,234	22,200	1,600	508,700

REFERENCE QUESTIONS	<u>1976/77</u>	<u>1977/78</u>
	17,464	20,246

DIRECTIONAL QUESTIONS	NA	10,733
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COMPUTER SEARCHES	7	60
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INTERLIBRARY LOANS

Requests rec'd from other libraries	NA	NA
Materials requested by Science	695	660

<u>MICROFORMS USE</u>	<u>Film</u>	<u>Cards</u>	<u>Fiche</u>			<u>Total</u>
			<u>AEC</u>	<u>NASA</u>	<u>Others</u>	
1976/77	2,078	232	809	462	265	3,846
1977/78	3,127	38	1,398	427	75	5,065

1. Totals for books and other materials have been rounded off to avoid giving a false impression of exactness.
2. Microcards 86,000
 Microfiche Technical Rep'ts 384,135
 Other Microfiche 11,856
 Microfilm 3,265
3. Excludes government technical literature on fiche; includes only uncataloged technical literature (i.e., government documents) in Science.
4. Agricultural Pamphlet File 334
 Pamphlet Collection 635
 Scientific American Offprints 700

SPECIAL COLLECTIONS DEPARTMENT

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
HEAD SPECIAL COLLECTIONS LIBRARIAN
TO THE UNIVERSITY LIBRARIAN
FOR THE 1977/1978 YEAR.

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1. Summary.

The 1977/1978 fiscal year was the first full year for Special Collections in the new library building. In December, Donald M. Powell retired as Head of the department. Ross W. McLachlan served as acting Head until Louis A. Hieb became Head of Special Collections on March 1.

As the attached list of "Outstanding Acquisitions" makes clear, this was a year of substantial growth, quantitatively and qualitatively, in all major collection areas. Several outstanding manuscript collections were purchased including those of the Colorado River explorer and writer, Frederick S. Dellenbaugh and the contemporary poet, Charles Bukowski. The former purchase is a part of our continuing effort to build an outstanding research collection on Arizona and the Southwest, the latter an indication of our effort to provide in Special Collections fresh materials for scholarly research in contemporary creative writing. At the year's end, Galileo's Sidereus Nuncius (1610), an outstanding work in the history of astronomy and optics, was purchased for the history of science collection. Two major book collections, the J. E. Reynolds' collection of Western Americana (purchase) and the Le Comte de Noddy collection in the history of science (transferred from the Physics Department) were obtained and processed.

Although the Special Collections book and manuscript backlog grew during the year, both the Catalog Department and the Special Collections staff completed processing several major blocks of materials including: the Stewart L. Udall Papers (Phyllis Ball), the Hubbell Trading Post Papers (Clint Colby) and 4,376 Mexican broadside (Norma Molina). Lynn Cresson, Rebecca Cary, Mary Lansing and others cataloged, recataloged and added significant blocks of problem materials and Ross McLachlan cataloged a major portion of recent rare book acquisitions while fulfilling a variety of other duties and responsibilities.

During the year Special Collections (Ross McLachlan) applied for and was granted a CETA project which provided three Library Clerk I positions. Jennie Urias, Jill Nottingham and Norma Molina proved to be excellent learners and workers and all found regular library positions by year's end. For them and for Special Collections, the CETA project was a rewarding experience.

2. Major Strengths.

Special Collections has two major strengths--collections and staff--which contribute to a third--service.

Generous budgets for several years and the support of library staff, especially in technical services, have contributed to the continuing development of all areas of Special Collections holdings. The Arizona collection seeks to be a comprehensive collection of all printed materials dealing with this state--its people and resources. Thanks also to support from President Schaefer, the Special Collections holdings in the history of science is rapidly becoming a major research collection especially in areas with major curriculum emphasis on the University of Arizona campus (e.g., astronomy, optics, physics).

The Special Collections staff--as individuals--represent a broad range of library related expertise. Working together in teams of two, three, even six, they proved to be effective in dealing with R&R projects, processing manuscripts, etc. From the perspective of four months, the staff of Special Collections is a very positive aspect of the service provided by this department. Particular note should be made of Lynn Cresson's responsive and responsible dealing with a wide range of cataloging problems and patron requests and for her supervision of student assistants. Rebecca Cary, the newest staff member, has proven to be more than adequate to her job assignment and is beginning to help process part of the Science Fiction backlog. Once again Phyllis Ball has completed processing a major manuscript collection and has created an exemplary finding tool and inventory. Efforts to increase communication between Special Collections and other departments of the library have been rewarded by increasing effectiveness in acquisitions and cataloging. Special thanks to Elaine Livermore and Karen Norvelle are here noted.

During 1977/1978 four major exhibits were on display in Special Collections: Incunabula--1450-1500; Discovery (printed works and navigational instruments relating to geographical discovery and exploration); Vision (a community service exhibit for the Tucson branch of the National League of American Pen Women); Maximilian (the European intervention in Mexico, 1861-1867) all developed by Ross McLachlan. Tours of Special Collections (e.g., for the Friends of the Library) contributed to an understanding and appreciation of the role of this department within the library and the university community. On a day to day basis the staff provided much valuable guidance and support to patrons using the collections. Frequent expressions of appreciation made these efforts immediately rewarding.

3. Major Limitations.

The major limitation on the overall effectiveness of Special Collections is the amount of staff provided. The backlog of books and manuscripts increases in spite of increased involvement of Special Collections staff in processing. Fewer books were processed during 1977/1978 than during the previous year. Karen Norvelle has a number of responsibilities (notably training) in addition to processing Special Collections materials and the position of Special Collections cataloger has been subject to frequent turnover. More seriously, the security of the stack collection and the reading room is jeopardized by the lack of staff in the front of the building during the noon hour and certain afternoon hours. Simply put: one person cannot page books and supervise the reading room and exhibit cases in the lobby area at the same time. Thus, in processing and in service (which includes the security of the collections), Special Collections (and the Catalog Department) is two to three staff positions short of what is needed to deal with increasing acquisitions and the security requirements of this Department.

A second limitation concerns the Special Collections acquisitions policy (collection development policy). Although "Southwest" is defined in strictly geographical terms and the Arizona collection is being built "comprehensively", no other area has working definitions or statements of principles for selection of materials. At year's end, a new acquisitions policy is being written with the Southwest, fine printing and the history of science most adequately formulated.

4. Future Plans

Special Collections was well served by students, CETA employees and volunteers during the past year. A continued effort to gain an additional staff member who can assist with manuscript processing and help supervise the reading room will be a major priority.

Special Collections will seek to build its collections systematically within well-defined areas. At the same time, we will continue to look for research materials which provide an opportunity for original, creative scholarship.

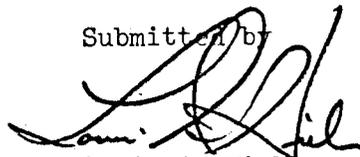
At present only 38 hours per week of staff time is assigned to the specific public service function of reading room supervision. This is not undivided time as the person must page books (and at certain times answer incoming telephone calls.)

not In an effort to improve service and security, consideration is being given to relocating the circulation desk and card catalog now located in the Reading Room into the front lobby. Put differently, one solution to inadequate staffing may be through relocation of staff and a rearrangement of the circulation desk and card catalog so a single person would supervise the Reading Room while another would provide reference and directional services. This arrangement would greatly increase security of stacks, lobby-exhibit area and Reading Room and it would increase public service.

not This is achieved through a more efficient division of labor but one which is closely tied to the physical arrangement of the lobby area and reading room. No new equipment is required.

Finally, in an effort to increase service and security, Special Collections will seek to provide the riches of its holdings through exhibits, news releases, etc. We have been competent, receptive, responsive. However, we have the staff expertise and the material to become a much more significant factor in the overall educational and research interests of the University of Arizona.

Submitted by



Louis A. Hieb

Head Special Collections Librarian

July 14, 1978

OUTSTANDING ACQUISITIONS

- Abascal y Sousa, Jose Fernando, viceroy of Peru
Decreto de las Cortes Generales y Extraordinarias ... Lima, 1813.
- Agricola, Georgius, 1494-1555
Oratio De Bello Adversus Turcam, ad Ferdinandum Ungariae & Bohemiae Regem, & Principes Germaniae. Leipzig, Lantzenberger, 1594.
- Anghiera, Pietro Martire d', 1455-1526.
Opus Epistolarum Petro Martyris Anglerii Mediclanensis. Anselodami, 1670.
- Apenes, Ola
Mapas Antiguos del Valle de Mexico. Mexico, Universidade Nacional, 1947.
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Opera, Quae Quidem Extant, Omnia, Multis Iam Seculis Desiderata, Atqz A Quam Paucissimis Hactenus Visa, Nunqz Primum & Graece & Latine In Lucem Edita ... Basileae, Ioannes Heruagius, 1544.
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Logica Sive Ars Cogitandi. London, 1674.
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Merope. London, Longman, 1858.
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New Poems. London, Macmillan, 1867. 1st ed.
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The History of John of Bourbon. London, J. Peele, 1723. 2d ed.
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The Exposition of 1851. London, John Murray, 1851.
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Operis Historical Et Chronologici Libri Duo. Amsterdam, Janson, 1663.
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The Birds of South America. Johannesburg, Winchester Press, 1975.
- Barbastra, Francisco Antonio
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Historiadores Primitivos de las Indias Occidntales. Madrid, 1749.
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Le Mexique a la Protee des Industriels des Capitalistes, de Negociants Importanteurs et Exportateurs et des Travailleurs. Paris, Imprimerie Chaix, 1889.
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- Bligh, William
The Log of H.M.S. Bounty. Los Angeles, 1977.
- Bligh, William.
The Log of H.M.S. Providence. Los Angeles, 1977.
- Bliss, Charles Robinson, 1826-
The New West, New Mexico ... Boston, F. Wood, 1879.
- Boccalini, Trajano
Pietra del Paragone Politico Tratta dal Monte Parnaso. Cormopoli,
 Giorgio Teler, 1615.
- Boskoyic, Rudjer Josip, 1711-1787.
De Solis Ac Lunae Defectibus. London, 1760.
- Boyle, Robert
Certain Physiological Essays. London, Blew Anchow, 1669.
- Boyse, Samuel, 1708-1749.
Translations and Poems Written on Several Subjects. Edinburgh,
 Ruddiman, 1731.
- Brathwaite, Richard, 1588-1673.
A Comment Upon the Two Taels of ... Jeffray Chaucer. London, W.
 Godbid, 1665.
- Brontë, Charlotte, 1816-1855.
Jane Eyre. London, 1847. 1st ed.
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The professor ... London, 1857. 1st ed.
- Browning, Robert, 1812-1889.
Balaustion's Adventure. London, Smith, Elder, 1881. 3d ed.
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Poems; In Two Volumes. London, Chapman & Hall, 1849.
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Pauline; a Fragment of a Confession. London, R. Clay, 1886.
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- Byron, George Gordon Noel Byron, 1788-1824.
Fare Thee Well; a Sketch from Private Life. London, Rodwell &
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- Camerarius, Joachim
De Eorum Qui Cometæ Appellantur, Moninibus, Natura, Causis Significa-
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Il Cortegiano. Venice, 1568.
- Cervantes Saavedra, Miguel de 1547-1616.
Obras Completas de Cervantes ... Madrid, Rivadeneyra, 1863-64.
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Fortuna Veria del Soldado Pindaro. Zaragoza, Pasqual Bueno, 1696.
- Champion, Pierre, 1632-1701.
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The Statesman's Manual ... London, Gale & Fenner, 1816-17.
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Sibylline leaves ... London, 1817. 1st ed.
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Testament Politique de Mr. Jean Baptiste Colbert Ministre & Secretaire d'Etat. La Haye, Henri van Bulderen, 1694.
- Cooper, James Fenimore
The Headsman ... London, Bentley, 1833. 1st ed.
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Collections Growth Statistics

Arizona Collection

Monographs	580
Serials	220
Theses & Dissertations	552
Pamphlets	246

Total pieces added	1598
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LC Classed Collection

Monographs	1980
Science Fiction	406
Broadsides	98

Total pieces added	2484
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Books R&R and Added

(134 titles, 212 volumes, primarily LC)

Total pieces added	212
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TOTAL PIECES ADDED	4294
WITHDRAWALS	0

4294

Manuscripts

Linear feet added

Arizona	102
Udall	252
Hubbell	

Non-Arizona (10 small collections)	3
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Total Linear Feet Added	357
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457

Special Collections Backlog

Arizona		
	Catalog Department	102
	Special Collections	766
		<hr/>
		868
Science Fiction		
	Catalog Department	123
	Special Collections	1918
		<hr/>
		2041
Other (Rare, Wester, Coll., etc.)		
	Catalog Department	123
	Special Collections	7324
		<hr/>
		7447
TOTAL		10, 356

(Note: The backlog figure for July 1, 1977 is 9,090; the net increase is 1,266 volumes; the net number of pieces added for 1976/1977 was 4425, for 1977/78, 4294, also a negative statistic.)

Patron Use Statistics

	1976/77	1977/78
Patrons	5752	8198
Pieces Used	7280 (11 mos.)	11,396 (12 mos.)

TECHNICAL SERVICES DIVISION

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
ASSISTANT LIBRARIAN FOR TECHNICAL SERVICES
TO THE UNIVERSITY LIBRARIAN
FOR THE 1977/1978 YEAR

I. SUMMARY

During the fiscal year, it appeared that the Technical Services Division had settled down to its work - the purchasing, cataloging and circulating of Library materials. More work than ever before has been accomplished. Although, at the time of writing, final statistics for the year are not in, it is clear that we have added approximately 90 percent more volumes, received and processed 23 percent more serials, spent 64 percent more on monographs, and circulated 14 percent more books than in 1974/75, just two years ago. In order to accomplish this feat our support for staffing and automation has grown in the order, cataloging, and processing areas by about 28 percent in real dollars over the same period. It should be noted that the Loan Department accomplished its 14 percent increase on 10 percent less support.

The statistics quoted above have shown the cost effectiveness of library automation in the cautious way it has been applied at the University of Arizona Library. In the area of automation, work has begun on planning for a new circulation system which we had hoped to install in 1978/79 in cooperation with the Arizona Health Sciences Center Library. Lack of budgetary support for this project will put the installation off until 1979/80, at the earliest.

To the consternation of many, the Technical Services Division has made no recommendations on the Library's response to the anticipated adoption of the second edition of the Anglo-American Cataloging Rules by the Library of Congress and the closing of its catalog in January 1980. The reason for this inaction is that LC has not clearly expressed which of the many options available for closing the catalog it will use. We are heavily dependent upon their choice in our own cataloging and processing routines.

The position of Head Loan Librarian was filled by Wayne Mullin in November. At the close of this fiscal year, John James, Head Serials Librarian, has resigned to accept a position elsewhere, and a ten-month leave of absence has been approved for Carolyn Kacena, Head Catalog Librarian, who will be teaching at the University of Illinois during the next academic year.

II. MAJOR STRENGTHS

The major strengths of the Technical Services Division are three, in my opinion. First, the staff has been able and willing to adapt itself to the greater demands made upon it by increases in capital funds. They have adjusted to working with machinery (OCLC) which was completely foreign a short time ago and have succeeded in using it in a positive and cost-effective way. Increasing workloads are shouldered.

Secondly, the very existence of national efforts at bibliographic control has made it possible to purchase and process ever increasing amounts of material. Without this national support, our accomplishments would be severely limited.

Thirdly, the University Administration and the State Legislature continue to provide ample funding for the development of a true research library, showing a commitment to making the University of Arizona a first-rate institution.

III. Major Weaknesses

It seems, as ever, that additional monies for materials are followed at too great a distance by the funds with which to process the materials. In spite of all the successes reported above, backlogs grow, however slowly.

Funding is particularly needed in Serials, where the limits of growth are becoming apparent without additional staff, and in cataloging where new languages make new demands. All departments have needs which go unfulfilled.

Equitable classification for the career staff is also a severe problem. Gains made during the present fiscal year for people on the lower end of the scale squeeze those who had been in higher classifications.

Funding for a new circulation system is a critical need.

IV. FUTURE PLANS

The future of the card catalog in response to AACR II will become a primary concern during the next year. The Technical Services Division will take an active part in planning the Library's response and will begin to prepare for the solution agreed upon.

We will also complete the planning for a new circulation system in the hope of funding in July 1979.

More mundane, but also of vital importance, is the fact that we will attempt to deal effectively with another substantial increase in book funds, which means that we will be working very hard to maintain and improve efficiency. The additional funding for Loan Department activities should show results in an easier-to-use collection.

COLLECTION RESOURCE STATISTICS

	1976/77	Added	Withdrawn 1977/1978	Total June 30, 1978
BOUND VOLUMES				
Monograph		70,504	2,343	
Serial		<u>20,986</u>	<u>1,125</u>	
TOTAL	<u>1,099,115</u>	<u>91,490</u>	<u>3,468</u>	1,187,137
GOVERNMENT DOCUMENTS				
Depository		31,874		
Non-Depository		<u>7,326</u>		
TOTAL	<u>717,835</u>	<u>39,200</u>		757,035
MICROFORMS				
Microfilm	52,125	6,637		58,762
Microfiche	NA	NA		822,960
Microcards	NA	NA		<u>152,368</u>
TOTAL	<u>933,925</u>	<u>100,165</u>		<u>1,034,090</u>
MAPS	138,382*	5,794	20	144,156
MEDIA				
Phonorecords (Music)	17,774	697	8	18,463
Other (Media Center)	<u>27,131</u>	<u>5,810</u>	<u>12</u>	<u>33,726</u>
TOTAL	<u>44,905</u>	<u>6,507</u>	<u>20</u>	<u>52,189</u>
Total Holdings	2,934,162	243,556	3,508	3,174,612

Correction

ANNUAL REPORT
OF THE
HEAD ACQUISITIONS LIBRARIAN
TO THE
ASSISTANT LIBRARIAN FOR TECHNICAL SERVICES
FOR THE
1977-78 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

Summary

Fiscal year 1977-1978 has again been a productive and rewarding year for the Acquisitions Department. The materials budget for the year was approximately two million three hundred thousand dollars with about one million dollars allocated for monographs. This represents a 6.3% decrease from last fiscal year and is the result of increased allocations for Serials and Bindery - areas which were somewhat neglected in the years when the materials budget was substantially less. None the less, Acquisitions will again process in excess of 60,000 volumes.

After a year of working with our "in-process" records in the Card Catalog, I can report that it is an unqualified success. Faculty, students, and librarians all seem pleased with the accessibility of our records. Not only has this "in-process" record provided "proof of purchase," it has also made the Catalog Department backlog more available to patrons. A patron need only fill out a priority cataloging card to have an item in the backlog processed within seven days.

Early last July we converted our order file to a vendor file. Order packets are now filed by vendor and within the vendor file by purchase order number.

In early May, bibliographic searching was integrated under Patrick Murphy. He is now responsible for all student employees involved in Catalog searching, verifying, and OCLC searching.

The third annual book sale was a great success. Profits totaled over \$5,400. The proceeds are being used to purchase added copies and replacements of heavily used materials.

Strengths

Significant additions were made to the library's strong holdings in English language literature. Notable areas included: modern American writing, particularly authors associated with the Beat movement, turn of the century Irish literature, English drama of all periods, and the science fiction collection. A new area of considerable activity is Canadian and other Commonwealth literature which we have begun to develop in response to faculty requests and as a complement to our extensive holdings in British and American literature. Major purchases included the facsimile edition of the James Joyce archive, a comprehensive collection of first editions and first appearances of Kurt Vonnegut, and a major collection of twentieth century plays. The plays were collected by the late Allardyce Nicoll to enable him to produce the last volume in his invaluable series: The History of the English Drama 1660-1930.

Fine Arts continued to be a special emphasis this fiscal year. Current and retrospective purchases were made in classical art and archaeology and early Christian art. Thus the library acquired Josef Wilpert's I Sarcofagi Christiani Antichi as well as his Die Roemischen Mosaiken der Kirchlichen Bauten. Byzantine art was represented by the purchase of N. P. Kondakou's Ikono-grafia Bogemateri and a complete file of the Byzantiological congresses.

Major additions to our outstanding western collection were the personal collection of books, pamphlets and other memorabilia presented to J. E. Reynolds, noted California bookseller, and an important collection of materials relating to Frederick Samuel Dellenbaugh. Both collections are housed in the Special Collections Department.

Limitations

Gifts and Exchanges appears the most pressing need in the Acquisitions Department at this time. Gifts to the Library continue to pour in at a rapid rate. This years gifts totaled approximately 18,000 volumes. Processing gifts leaves virtually no time to monitor exchanges and solicit free material. The exchange program is deteriorating rapidly due to neglect and this is a serious problem because much valuable material is available only through exchange agreements. Another person is needed to work in this area.

Selection of materials for the collection has also become a problem and will require a solution within the near future. Substantial increases in the materials budget require competent selectors to spend increasing amounts of time on book selection. This is increasingly important because of our emphasis on retrospective selection. The Acquisitions Department will need an on-going commitment to collection development from librarians on the staff or we must plan in the near future to add additional selectors to the Acquisitions Department.

Future Plans

1. We will investigate a limited standing order plan for Uruguayan imprints.
2. We will attempt to streamline the distribution of antiquarian catalogs so that those interested in selection will have more access to dealer catalogs.
3. We will begin a transition year in which we will ultimately transfer all acquisition of rare materials to the Special Collections Department.
4. We intend to continue our emphasis on antiquarian purchases.
5. We are planning the fourth annual book sale - now almost an institution on Campus.

Annual Statistics

76/77

Books:	
Regulars	41,675
Copies	3,508
Volumes	1,906
Approval	8,772
Subtotal	<u>55,861</u>
Microforms:	
Microfiche	1,080
Microfilm	647
Subtotal	<u>1,727</u>
Media:	
Filmstrips	43
Phono Discs	438
Tapes	217
Games & Kits	210
Slides & Cassettes	248
Subtotal	<u>1,156</u>
Maps	429
Music Scores	2,590
Breger	1,234
Chinese or Japanese	12,161
Grand Total	<u>75,158</u>

77/78

Books:	
Regulars	37,529
Copies	3,524
Volumes	1,010
Approval:	
B&T	8,411
Blackwell	3,491
Subtotal	<u>53,965</u>
Microforms:	
Microfiche	4,117
Microfilm	626
Subtotal	<u>4,743</u>
Media:	
Filmstrips	17
Phono Discs	330
Tapes:	
Cassette and	
Video	462
Games, Kits and	
Packets	125
Slides	5,251
Subtotal	<u>6,185</u>
Maps:	1,194
Music Scores	2,667
PL 480	1,960
Chinese or Japanese	2,795
Grand Total	<u>73,509</u>

CONSOLIDATED EXPENDITURE STATISTICS

1977/78

State Funds

Books	\$ 867,105.26
Serials	751,090.25
Binding	120,001.77
Capital Equipment	14,860.00

Total State Funds	\$1,753,057.28
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Special Grants	553,957.57
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Gifts and Memorials	<u>1,238.04</u>
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Total Expenditures	\$2,308,252.89
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EXPENDITURES BY LIBRARY ALLOCATIONS

(State Budgeted Funds)

<u>Fund</u>	<u>Allocation</u>	<u>Spent</u>
Business/Econ.	\$ 20,000.00	\$ 12,983.86
Documents	7,000.00	5,726.53
Education	5,000.00	5,591.08
Fine Arts	50,000.00	60,125.77
Geog./Anthro.	15,000.00	17,968.51
History	90,000.00	82,045.26
Library Science	5,000.00	7,057.77
Literature (Eng.)	50,000.00	63,109.03
Literature (Foreign)	50,000.00	56,650.02
Maps	10,000.00	8,516.36
Media-AV	20,000.00	27,551.16
Media-Books	5,000.00	3,087.69
Music	23,000.00	12,883.72
Orient. Stud. Coll.	30,000.00	24,987.77
Philos./ Psych./ Relig.	25,000.00	41,940.44
Photography	2,191.24	2,169.09
Pol Science/Law	10,000.00	13,400.11
Reference/Bibliog.	25,000.00	23,890.53
Science/Technology	100,000.00	87,959.63
Sociology	10,000.00	8,981.19
Spec. Coll./Ariz.	40,000.00	62,840.88
Spec. Coll./Rare	45,000.00	99,148.79
Periodicals	430,000.00	431,339.41
Serials	175,000.00	148,143.70
Backfiles	175,000.00	168,253.30
Replacements	5,000.00	3,353.84
Approval	28,962.01	28,962.01
Book Continuations	75,000.00	74,388.81
Recurring Charges	18,000.00	21,303.46
Bindery	120,000.00	120,001.77
Capital Equipment	15,000.00	14,860.00
Microforms	10,000.00	13,835.79
Reserve	63,846.75	-
	<hr/>	<hr/>
Total State Funds	\$1,753,000.00	\$1,753,057.28

SPECIAL GRANTS

	<u>Allocation</u>	<u>Spent</u>
Special appropriations for Resource Development	\$472,629.77	\$471,015.54
Special appropriation from the United States Office of Education	3,855.00	3,847.54
Special appropriation for Art Acquisitions	76,188.00	76,051.94
Asset Disposal Fund (appropriation from annual book sale)	8,920.01	3,042.55
Total	\$561,592.78	\$553,957.57

GIFTS AND MEMORIALS

	<u>Allocation</u>	<u>Spent</u>
Ashurst Memorial	\$ 17.81	\$ -
Hattich Memorial	414.86	-
Pickrell Memorial	295.69	8.00
*Revolving Fund	<u>8,695.18</u>	<u>1,230.04</u>
Total	\$9,423.54	\$1,238.04

*Made up of donations from the Alumni Foundation and small gifts.

CATALOG DEPARTMENT

UNIVERSITY OF ARIZONA

THE ANNUAL REPORT
OF THE
HEAD OF THE CATALOG DEPARTMENT
TO THE
ASSISTANT LIBRARIAN FOR TECHNICAL SERVICES
FOR THE
1977/1978 YEAR

SUMMARY

1977/78 has been a year of re-grouping functions and implementing suggested changes rather than planning for further change. This has been a healthy, slow process which included some growing pains but has resulted in better management of the man-machine resources available.

As often happens with a fairly young professional staff, there has been some change in the department this year. We took almost six months to recruit and hire Dr. Sabovik to replace Ms. Douglas in the professional staff. In addition, we have had the usual turnover quantity in the career staff positions. The difference this year is that there was higher turnover amongst the higher classified positions rather than the entry level positions. This did provide for some internal, upward mobility. The availability of federal CETA funding for four positions has also provided us with much needed staffing; it also has been the source of turnover in that we were able to permanently place two of the CETA staff members.

The addition of new staff positions in July 1977 allowed us to implement the changes in utilization of the on-line cataloging system so that current cataloging appears to be moving through the department at an increasing pace. Overall cataloging production has doubled over the pre-OCLC time and areas of backlog are being handled, however slowly.

The Typing Section continues to be current in filing of cards produced and the inputting of new cataloging on the OCLC system. They have made progress against the increasing workload of the maintenance of the public catalogs, although not as thoroughly as they would perhaps like.

The Copy Cataloging Section doubled in staff this past year and have been smoothing out routines and training procedures throughout the year. They have managed to assist several of the professionals in the handling of copy from OCLC as well as maintain some control over new materials coming into the department.

The Pre-Catalog Section has had some assistance from the CETA staff so that they were able to remain current with new cataloging arriving in the Department as well as search some of the special collections from past years. The Bindery/Preparations Section completed the protection of the Central Reference Department as well as adding indexes to previously bound materials with the CETA positions assigned to them. In addition, they worked with the Arizona School for the Deaf and Blind to provide on-the-job training to several deaf students throughout the year.

The Reclassification Team got caught up and then remained current with several of their assignments: added copies and volumes, reclassification of materials being sent to the Bindery, and correction reclassification. In addition they have been able to make progress on special projects such as Central Reference Department and materials from the old storage collections.

The professional staff has been able to get to the original cataloging and take on further supervisory work within the department since the Copy Cataloging section has been expanded. This appears to be a trend which will continue in the coming year.

MAJOR STRENGTHS

Every year the same statement gets made: Our major strength is our staff. They have continued to provide for an increasing control of uncataloged and unprocessed materials, contributing suggestions which have made for better utilization of the machinery provided.

Special mention should be made concerning this year's experiments in hiring hearing unpaired staff. Throughout the year we had a total of four career staff hired who were deaf. The members of the sections of the department where this staff was placed all have developed some facility with manual communication; some have become highly fluent with signed English. As with any new staffing, the first experiments were of significant concern, but the response of the department members could not have been more supportive. In addition to providing employment for deaf staff, we have also worked with the Arizona School for the Deaf and Blind (ASDB) in providing work experience for high school students. Although we can count as positive the exposure to the deaf community, we also found it a great learning experience concerning our work and how to communicate it to deaf staff. Above all else, we learned what could be entry level positions for deaf as well as hearing candidates.

We continued throughout the year to maintain highly flexible scheduling to accommodate the OCLC system. The staff remained supportive of this effort, although continuing to hope that Saturday hours and evening work will soon become past experiences.

In addition to staff and technology, the support of the administration has remained great and greatly appreciated.

MAJOR LIMITATIONS

Although we point with pride to increases in cataloging output as well as hardworking staff, it remains a problem that backlogs developed in the past and are only slowly within our capacity to catalog. Indicated below are the 1976/77 and 1977/78 backlog figures:

1976/77	1977/78	
35,677 (includes ca. 1325 nonbook items)	34,384 (includes ca. 2271 nonbook items)	Roman alphabet materials
9,512	10,356	Special Collections
5,476	6,899	Near Eastern materials
<u>4,850</u>	<u>4,350</u>	Far Eastern materials
55,515	55,989	TOTAL

The first category (Roman alphabet materials) includes 600 items in Hebrew and Yiddish, as well as Russian language materials (1088) so is not strictly limited to western languages. Some large collections (e.g. the Chinese Pai tu ts'un su chi ch'eng) have been processed solely as a set with analytics for individual titles held until 'we have time.'

Although we are making progress on the production of cataloging, this still does not equal or make sufficient progress to foresee early reduction of the backlogs. Increased efforts to gain gift as well as purchased collections simply tends to swell the unprocessed materials.

We have been able to expedite most materials identified by patrons as purchased via the filing of the Acquisitions on-order files in the public catalog. However, this has increased the burdens on the Pre-Catalog Section, often necessitating extensive searching to find the title being requested.

Bindery staff, both full-time and student, is being stretched to the limit to keep up with cataloged items. Although they were provided with CETA positions to assist in cleaning up the unbound issues in the bookstacks, the staff time has been spent more on regular processing than special binding. In spite of this allocation of staff to local processing, the bindery budget spent went from \$120,000 to over \$160,000. It is easy enough to project a need for over \$200,000 in bindery funds although existence of this funding is less probable.

We continue to hold even with typing projects of basic need: input on OCLC, filing of cards, local production for non-Roman cards, maintenance. There has been almost no possibility to keep up with the Library of Congress subject changes nor to type the microform analytics ready for input into the public catalogs.

In addition to these tasks which continue to be postponed to 'later,' we are also facing implementation within the next year-and-a-half of a new circulation system which will require retrospective as well as current input of data. We are also going to have to plan for implementation of a new cataloging code as well as the impact of the Library of Congress decision to freeze its card catalogs. Without additional staffing, some of these projects will be still awaiting work in the year 2000!

FUTURE PLANS

From the previous pages there are obvious immediate plans which face the Catalog Department: study of a new catalog code, review of its implications for our public catalogs, and establishment of specific plans for implementation when the Library of Congress starts using the new code in January 1980. Documentation must continue during the coming year concerning our procedures with the current cataloging code and implementations of OCLC to be able to weigh effectively the changes necessary in using the new cataloging rules.

We continue to face backlogs in cataloging and processing. Although in our more optimistic times we consider relocations of staff, it would appear that this is several years at best down the line. Each year, however, this should be reviewed in terms of long-range planning.

We have many reclassification projects far from complete. Within the reference collections this includes elimination of remaining Dewey-classified items, as well as clarification of the contents of the various reference collections so that catalogs, circulation lists and collections match. For materials within the Central Reference Department, this means combining the three former designators into the current reference location stamp. We still are hoping that soon the emphasis can be shifted to reclassification of materials as they circulate rather than the special project reclassifications emphasized over the past several years. Whether 1978/79 will accomplish this or not is still in question. The one change this year which hopefully will be repeated in some form or fashion is the full training of a second cataloger as supervisor of the reclassification activities which doubled our ability to keep the reclassification effort moving as well as providing the 'regular' supervisor opportunity to do cataloging within her subject expertise.

We have been able to provide some support for processing analytic cards for the large microform collections available within this library: Wing, History of Women, American Culture Series to name a few. With some minimal student support of 10 hours per week for about 2/3-year, several boxes of cards are ready for the Typing Section to copy and type headings. We are now at the next roadblock of no typing time to support the project but hope that CETA funding will be available to assist with this in the coming year.

Other long-range projects remain in mind but not actuality: integration of retrospective Media Center cataloging into the main catalog, reclassification of Harvard-Yenching materials and integration of these titles into the catalog, entry of the Harvard-Yenching into the main circulation system which appears more reasonable now to postpone for inclusion in the new system, and use of more cross references and information cards in the public catalogs.

The year-to-date statistics of work completed in the first three-quarters of the year show 42,685 books cataloged compared to 42,388 book titles cataloged for the full year 1976/77. We have made progress and used this year of re-grouping successfully. With staff more fully trained now, although the coming year will have special planning projects for implementation of new cataloging codes and perhaps new forms of a public catalog, we can foresee even more progress in making materials readily available to the public.

CATALOG DEPARTMENT
 Cataloging Statistics
 July 1, 1977 - June 30, 1978

	<u>Titles</u>	<u>Volumes</u>
New titles ¹	53,357	64,699
OCLC total	46,001	
Locally input	4052	
Original	2301	
Printed	1751	
Locally produced total	7,356	
Original	728	
Printed	6628	
Added copies, volumes, and reinstated titles		5,315
Analytic entries	411	490
Microforms		
Microfilm	27	38
Microfiche	20	927
Other media		
Phonodiscs (Music)	765	481
Phonodiscs (Media)	28	.
Audiotapes	49	.
Audiotape cassettes	63	.
Filmstrips	70	.
Slides	31	.
Kits	12	.
Games	10	.
Videorecordings	15	.
Other	89	.
TOTAL ADDITIONS	54,947	71,950
TOTAL RECLASSIFIED	6084	9866
WITHDRAWN	877	2343

¹Includes non-OCLC cards produced July 1, 1977 to June 30, 1978; OCLC cards produced June 16, 1977 to June 15, 1978.

*This count completed by Media Center only and reported by them.

CATALOG DEPARTMENT
Miscellaneous Statistics
July 1, 1977 - June 30, 1977

1. Cards

Cards made locally	
Typing Section	107,331
R & R Team	997
OCLC cards received	<u>526,318</u>
TOTAL	634,646
Cards filed in Public Catalog	618,992

2. Materials sent to branch libraries

	<u>Titles</u>	<u>Volumes</u> ¹
Center for Creative Photography	530	642
Map Collection	245	249
Media Center	792	824
Library Science Collection	690	765
Music Collection	2360	3660
Oriental Studies Collection	4525	10274
Special Collections	2813	3109

3. Materials cataloged for Oriental Studies Collection, by language

	<u>Titles</u>	<u>Volumes</u> ¹
Arabic	986	1152
Bengali	3	3
Chinese	1254	6139
Hindi	491	508
Japanese	1089	1657
Panjabi	142	155
Persian	102	122
Turkish	81	140
Urdu	377	398

4. Analytics cataloged for Oriental Studies Collection, by language

	<u>Titles</u>	<u>Volumes</u> ¹
Arabic	28	25
Chinese	116	190
Hindi	1	5
Japanese	67	68

5. Hebrew and Yiddish titles cataloged

Hebrew	53
Yiddish	7

¹ Includes new books, added copies and volumes, and reinstated books.

CATALOG DEPARTMENT

Class numbers assigned, by LC classes

July 1, 1977 - June 30, 1978

A	176	General works
B-BJ	1,689	Philosophy
BL-BX	3,177	Religion
C	391	History (Auxiliary sciences)
D	3,369	History of Europe, Asia, Africa, Oceania
E	702	America. History of the U. S. (General)
F	1,442	History of the U. S. (Local); Latin America
G-GA	154	Geography (General, mathematical, astronomical)
GB-GC	169	Physical geography; oceanography
GF-GN	258	Anthropogeography; anthropology
GR-GV	673	Folklore; manners and customs; sports
H-HJ	3,485	Economics
HM-HX	2,044	Sociology
J	1,161	Political science
K	741	Law
L	1,315	Education
M	2,501	Music
N	2,363	Fine arts
P-PA	602	Philology (General); classical philology
PB-PH	625	Modern Western European languages
PG	465	Slavic languages
PJ-PM	2,629	Asian, African, American Indian languages
PN	952	Literary history
PQ 1-3999	895	French literature
PQ 4000-5999	402	Italian literature
PQ 6000-8999	1,156	Spanish literature
PQ 9000-9999	163	Portuguese literature
PR	2,550	English literature
PS	2,312	American literature
PT	953	German, Dutch, Scandinavian literatures
PZ 1-90	236	Juvenile literature (Media Center)
PZ 2001	414	Science fiction
Q-QE	2,224	Pure sciences
QH-QR	1,687	Natural sciences
R	1,410	Medicine
S	773	Agriculture
T (except TR)	2,747	Technology
TR	204	Photography
U	211	Military science
V	86	Naval science
Z 1-1199	694	Library science
Z 1200-	922	Bibliographies
Arizona	<u>1,125</u>	in Special Collections
TOTAL	52,247	

CATALOG DEPARTMENT
 BINDERY/PREPARATIONS STATISTICS*
 July 1, 1977 - June 30, 1978

<u>BINDERY</u>	<u>1977/78</u>	<u>1976/77</u>
Budget	160,000.00	126,748.61
Spent	176,927.92	125,406.30
<u>Pieces Bound</u>		
Journals	11,306	9,704
Books	5,488	3,471
Theses	877	860
Special Coll.	227	434
Plastic Binds	4,782	2,177
Oriental Studies	704	1,095
Music	426	245
Maps	85	114
Docs	863	305
Misc.		
Atlas	6	
Portfolios	3	
Newspapers	4	
Restorations for Main	21	
Scholarly Binds	306	
 <u>PREPARATIONS</u>	 <u>1977/78</u>	 <u>1976/77</u>
<u>Repairs</u>		
Old Books	3,668	1,332
New Books	932	564
 <u>Miscellaneous</u>		
Pam-binders	5,056	4,447
Signs	60	256
Cut Pages	566	781
Records, filmstrips, cassettes	8	23
 New books needing special processing		
<u>Special Collections</u>		
Paper Jackets	393	837
Plastic Jackets	592	653
<u>Music Collection</u>		
Folders	569	296
Pam-binders	803	210
Hand-lettered	270	238
Records	920	1,101
 <u>Film</u>	 3,571	 3,345
 Special lettering	 1,660	 3,001

*Statistics do not include labeling, pocketing or tattle-taping of new or reclassified books.

Special Projects: Physical Improvement of the Library Collection, for which four CETA people were hired. Other, again, helping train students from the Community Outreach Program for the deaf.

ANNUAL REPORT
OF THE
HEAD OF THE LOAN DEPARTMENT
TO THE
ASSISTANT LIBRARIAN FOR TECHNICAL SERVICES
FOR THE
1977-78 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

Wayne Mullin
Wayne Mullin, Head Loan Librarian

I. SUMMARY

"Change" is the word that comes to mind when reviewing the Loan Department the past year: a new Head Loan Librarian was in place November 1, planning commenced on the projected on-line circulation system, service hours in the Main Library Reserve Book Room were extended during the Spring semester, supervisory and other needed positions were established and a comprehensive reorganization of the Department occurred in June.

A computer liaison position has been defined and staffed. We have begun what is hopefully a meaningful dialogue with Mohawk Data Systems Corporation and the University Computer Center concerning system hardware and software problems. For the first time in recent memory, the system stayed up through a graduate due date (May 9).

Selected processes in the Department have been examined, streamlined when necessary and documented in writing when no procedure existed. The result has been a major change in the searching procedure and the updating of the Special Borrower policy. Work continues on the recall/hold routines and streamlining forms used in the Department.

Opportunity for better departmental communication has been provided through twice monthly staff meetings. Additionally, Loan staff in key positions meet weekly with the Head Loan Librarian. Bulletin boards have been placed in work areas to facilitate needed communication with student staff.

Documentation of work load has begun through a more complete collection of statistics. Fiscal 1978/1979 will be the first year work load will be effectively measured.

Turnover of career staff has been excessive, but it has provided opportunity to redefine positions to meet current needs of the Department and Library.

II. MAJOR STRENGTHS

The major strength of the Loan Department has to be the career and student staff. Working with an inadequate circulation system and locked into procedures which are often at odds with our service goals (a cumbersome recall/hold process, a procedurally difficult interface with the accounts receivable section of the Business Office) the staff has somehow managed to continue to deliver loan services. They are to be congratulated for their efforts.

An added strength this past year has been the strong support given the Department by Library Administration, especially in regard to personnel upgrading which was needed desperately to meet our service goals.

III. MAJOR LIMITATIONS

The Loan Department continued to function under two serious restraints: an inadequate wage budget and an outmoded circulation system inadequately supported by the University Computer Center.

The wage budget allocation for the Department fell far short of meeting service needs. Understaffing is particularly noticeable in the stack maintenance operation, but may also be seen in other areas of the Department: Reserve Book Rooms during late evening hours, Science Loan Desk days and evenings, and the Fines and Encumbrance Office.

The Fines and Encumbrance Office is seriously understaffed. Overdue searching appears to have doubled during the year. Billing for overdue material in addition to manual fining have increased to the point where the Office is backlogged. This is terribly significant in that we "dropped" the previous backlog in late December in order to begin new in January 1978.

An additional limitation continues to be the circulation system. The current system, provided by Mohawk Data Systems Corporation and supported by the University Computer Center cannot provide the inventory control needs of the Library. Hardware is outdated causing problems when tapes are processed in the Computer Center. Software is patchy and lacks meaningful documentation.

IV. FUTURE PLANS

"Change" will continue during the coming year.

TRAINING: During the Summer, staff will be working on a training manual covering basic desk services. All staff (career and student) will go through a training program in the Fall to make sure procedures and policy are known and understood. When the new stack maintenance supervisor is hired, work will begin on a manual for this area also.

RECALL/HOLD/SEARCHES: A new procedure for handling these functions will be in place the Fall Semester. Departmental staff will spend more time with the user making sure a hold/recall/search is what is really needed.

LOAN CODE: The Department is needing an updated, codefied Loan Code. This will be a high priority the coming year.

BUDGET: We will continue to examine our wage budget to make the best use of funds available. The large increase in budget for fiscal.1978/1979 will mean we will be able to do a much better job in stack maintenance.

FINES AND ENCUMBRANCE OFFICE: The addition of one FTE in the Office will mean that we will be able to process much more efficiently and with greater speed the paperwork processes supporting our interface with the Business Office.

UNIFICATION: Work will continue on unifying the Department. Beginning in July, the stack maintenance operation will be supervised by one person giving greater control over student and career staff in the area. Reserve Book Room operations will be carefully examined to see how they can more closely be tied into the Department. Cross training of career and student staff is a goal.

ON-LINE CIRCULATION SYSTEM: Because funds for an on-line system did not appear in the fiscal 1978/1979 budget, we will seek to renew our current contract with Mohawk Data Sytems Corporation for an additional year. Work will continue on plans for an on-line circulation system, with a system hopefully in place in late 1980.

LOAN DEPARTMENT CIRCULATION STATISTICS FISCAL 1977/1978

<u>TOTAL CIRCULATION:</u>		430,182	
<u>Borrower Type:</u>	<u>Automated CIRCULATION</u>	<u>INCREASE OVER 1977/1978</u>	<u>% INCREASE/(DECREASE)</u>
Special	40,093	10,181	34
Undergraduate	171,157	22,807	15
Graduate	108,693	18,837	21
Faculty/Staff	57,320	11,769	26
Intralibrary	44,292	(7,912)	(15)
Total	421,545	55,672	15
<u>Manual CIRCULATION</u>			
Main Library	3,493		
Science Library	5,144		
Total	8,637		

Reserve Book CIRCULATION

Main Library	128,816
Science Library	34,754
Total	163,570

Section CIRCULATION (Automated/Manual)

Main Library	137,513
Science Library	107,535

Semester CIRCULATION (Automated)

Main Library	Fall: 152,642	Spring: 161,378
Science Library	Fall: 53,351	Spring: 54,174



CIRCULATION STATISTICS

	1976/77	1977/78
Home Use		
Main and Science-Engineering Loan Desk (Automated System)	365,873	421,545
Main Loan Desk (Manual System)	3,037	3,493
Science-Engineering Loan Desk (Manual System)	17,320*	5,144
Subtotal	386,230	430,182
Library Science Collection	9,042	9,385
Map Collection	6,767	8,339
Media Center	10,432	6,097
Music Collection	31,651	31,617
Oriental Studies Collection (Manual System)	5,171	4,759
Main Library Government Documents Collection	4,798#	7,800
Science-Engineering Library Government Documents Collection	**	350***
Home Use Total	449,293	498,529
 <u>Building Use</u>		
Main Library Reserve Collection	112,978	128,816
Science-Engineering Library Reserve Collection	47,472	34,754
Library Science Collection	10,057	11,392
Map Collection	16,774	16,013
Media Center	5,330	4,134
Music Collection	7,883	38,594
Science-Engineering Documents Collection		1,988****
Building Use Total	245,307	235,691
TOTAL CIRCULATION	649,600	734,220

Use of Main and Science-Engineering Library by Borrower Type

Special Borrower	29,912	40,093
Undergraduate Students	148,350	171,157
Graduate Students	89,856	108,693
Faculty/Staff	45,551	57,320
Intralibrary	52,204	44,292

*Includes Science-Engineering Governments Documents

**Included in Science-Engineering Loan Desk Manual System

***Hard copy use only

****Microform use only

#This figure not shown in original 1976/77 statistics and is not included in totals shown which were taken from 1976/77 annual report.

ANNUAL REPORT OF THE
HEAD SERIALS LIBRARIAN
TO THE TECHNICAL SERVICES LIBRARIAN
FOR THE 1977-1978 YEAR

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SUMMARY

During the past year, the Serials Department has concentrated its efforts on improving the various records for serials processing and control and refining associated policies and procedures. Specifically, these activities have involved the completion of the first phase of the Serials Automation Project and the beginning of the second phase; a reorganization of the Catalog and Typing sections; and significant improvements in the manual record keeping in the Receiving Section, resulting in improved physical and bibliographic access to serials for the library patron and more effective and efficient use of staff time in the department itself.

In January of this year, the first edition of the University of Arizona Union List of Serials on COM microfiche was produced and distributed to public service units throughout the library system. The introduction of this complete list of periodicals allowed for the elimination of the Visible Index and associated staff time necessary for its upkeep, in addition to providing more accurate and complete bibliographic control of periodicals at a vastly increased number of access points. By March the second edition of the Union List was completed, which included not only periodicals, but also all other types of serials publications cataloged in the library system. Containing some 50,000 entries, the list now provides titles, call numbers, locations, specific holdings and cross references for the library's total serials collection. In addition to the inclusive union list, we are able to produce specific lists by location, type of material, etc. for special library needs. The complete Union List is produced on a monthly basis for distribution to all public service units and a number of extra-library and extra-university agencies.

During the fall, the department implemented the OCLC serials cataloging module for local use in the production of catalog cards. This resulted in a reorganization of the Typing and Catalog Sections, creation and implementation of a number of new routines and procedures, and significant changes in the structure of various positions within the sections. Over all, the department has been pleased with the new catalog system, which has allowed us to increase our output while providing a far better product for bibliographic and physical control of the serials collection.

In connection with the formulation of written procedures necessitated by the new cataloging routines, the department has completed a training manual covering all routines connected with the processing of materials in each section of the department. The department is very dependent on student support; thus, the manual will alleviate much staff time spent in training of new employees, as well as insure consistency in processing routines.

SUMMARY

Page 2

As part of the data collection process for receiving and vendor information for our computerized serials data base, a major cleanup of revofile records has been undertaken, which involves all sections of the department. The improved serials records will allow the department to manage the library's serials collections more efficiently and effectively.

During the year, the department has also continued to work on various recataloging and reclassification projects, including the weeding of the Central Reference Collection, transfer of Science Division 016's, reclassification of the Dewey storage materials, full cataloging for the newspaper collection, and upgrading of the catalog records for journals in microform.

MAJOR STRENGTHS

Again this year staff flexibility and resourcefulness continue to be the major strengths of the Serials Department. With a minimum of staff we have managed to increase our cataloging output, reorganize a number of procedures and introduce two new systems into the department. Through out these changes and increase of work loads the staff has proved responsive to differing demands on their time and, in some cases major changes in job structures. In addition to their assigned duties, members of our staff have served on committees at the local, regional and national levels, have attended workshops and continuing education courses, and have participated in such professional endeavors as research and publication.

The second major strength of the department is a technical one-- the computerized serial system--which is providing us with increased physical and bibliographic control over our serial holdings. This powerful tool is increasing the efficiency of many of our present activities and enabling the department to engage itself in other areas of serials collection management, which would otherwise remain beyond its capabilities.

The Serials Department continues to be very responsive to the needs of Public Service units within the library. Public Service staff have been given the opportunity to participate in many decisions regarding the new systems adopted by the department and to contribute to the formulation of departmental procedures effecting the processing of materials destined for the Public Service units.

MAJOR LIMITATIONS

All limitations effecting the ability of the Serials Department to meet library needs are the direct result of understaffing. As our serials collection continues to grow, increased burdens are placed on a relatively static staff (in terms of size) for the processing of materials. Serials, unlike monographs, continue to exert a steady demand for processing time long after the original order has been placed, received and cataloged. One result of this serious limitation is our inability to do routine claiming, which often results in the library's inability to meet a particular patron need in terms of material. Another is the rate of speed with which the department is able to process new material, including the provision of physical and bibliographical access.

These limitations affect the overall ability of the library to serve its patrons. As the sophistication of our library patrons increases along with the availability and demand for access to information, the Serials Department will find itself falling further and further behind in its responsiveness to patron needs unless this limitation is removed.

FUTURE PLANS

During the next year, the department plans to complete the design and data collection for the library's computerized serials system. Projects resulting directly from these efforts for next year include: (1) the design and implementation of an aggressive and systematic collection management program for serials using subject listings made available by the system, (2) consolidation of appropriate "order-direct" titles with a satisfactory vendor, and (3) implementation of an automated bindery system.

Additional projects include: (1) the completion of the recataloging of the library's Newspaper Collection, including newspapers in microform, to conform to Newspaper Policy notes and subject access standards, (2) completion of cataloging of "X" microfilms (active serials on microfilm), including appropriate notes on film and hard-copy catalog records, and (3) implementation of a systematic project for the recataloging and reclassification of currently received materials still classified in Dewey.

APPENDIX I

SERIALS DEPARTMENT

Subject breakdown of New Titles added 1977/78

A	112
B	58
C	15
D	144
E	21
F	40
G	97
H	289
J	83
K	31
L	60
M	40
N	51
P	166
Q	297
R	69
S	87
T	185
U	7
V	5
Z	164
Spec. Coll.	134
Microfilm	12
Newspapers	21
Microfiche	37
TOTAL	2,225

SERIALS DEPARTMENT

Subject breakdown of New Titles added 1977/78

A	99
B	49
C	13
D	122
E	18
F	36
G	88
H	253
J	53
K	31
L	52
M	32
N	46
P	145
Q	271
R	66
S	81
T	165
U	7
V	3
Z	135
Spec. Coll.	125
Microfilm	9
Newspapers	10
Microfiche	37
TOTAL	<u>1,946</u>

SERIALS DEPARTMENT

CATALOGING SECTION

Titles cataloged

	Serials	Analytics	TOTAL
Hits	1,002	1,865	2,867
Original	97	160	257
w/copy	118	211	329
non-OCLC	152	8	160
TOTAL	1,369	2,244	3,613

Volumes added 20,986

Withdrawals 46 titles 1,125 volumes

Microfilm reels added 2,217

Microfiche units added 2,632

Microcard units added 3,574

Reclassification

	Titles	Volumes
Serials	1,068	10,863
Analytics	1,060	---
TOTAL	2,128	10,863

SERIALS DEPARTMENT

To Be Replaced

CATALOGING SECTION

Titles cataloged

	Serials	Analytcs	TOTAL
Hits	823	1,781	2,604
Original	93	159	252
w/copy	110	211	321
non-OCLC	152	8	160
TOTAL	1,178	2,159	3,347

Volumes added 18,127

Withdrawals 44 titles 1,072 volumes

Microfilm reels added 2,111

Microfiche units added 1,442

Microcard units added 3,235

Reclassification

	Titles	Volumes
Serials	1,010	10,290
Analytcs	1,058	-----
TOTAL	2,068	10,290

SERIALS DEPARTMENT

ACQUISITIONS SECTION

Orders placed

Periodicals	306
Serials	310
Backfiles	140
Replacements	1228
Book Continuations	115
TOTAL	2099

Revo statistics

Cards added

	Serials	Per- odicals	Continu- ations	News- papers	TOTAL
Total as of	5,281	9,582	986	238	16,087
Added	362	577	239	2	1,180
Removed	293	180	28	--	501
TOTAL	5,350	9,979	1,197	240	16,766

Subscriptions added

	Serials	Per- odicals	Continu- ations	News- papers	TOTAL
Paid	243	443	237	2	925
Gift	119	134	2	-	255
TOTAL	362	577	239	2	1,180

Processing statistics

Continuations Processed (Volumes)	2,757
Physical pieces processed	32,125*

*Statistics kept from February 1978 to present.

SERIALS DEPARTMENT

ACQUISITIONS SECTION

Orders placed

Periodicals	269
Serials	268
Backfiles	126
Replacements	1,046
Book Continuations	96
TOTAL	1,905

10/6/78 removed

Revo statistics

Cards added

	Serials	Per- odicals	Continu- ations	News- papers	TOTAL
Total as of 6/30/77	5,281	9,582	986	238	16,087
Added July-May 77/78	290	460	199	---	949
Removed July-May 77/78	133	154	13	---	300
TOTAL	5,438	9,888	1,172	238	16,736

Subscriptions added

	Serials	Per- odicals	Continu- ations	News- papers	TOTAL
Paid	193	355	197	---	745
Gift	97	105	2	---	204
TOTAL	290	460	199	---	949

Processing statistics

Continuations Processed (Volumes) 2,312
 Physical pieces processed 25,406*

*Statistics kept from February 1978 to present.

APPENDIX II

NOTABLE BACKFILE ACCESSIONS 1977/78

- American Academy in Rome. *Memoirs*. v. 1, 15, 19, 22-31, 33.
- American Society of Civil Engineers. Construction Division. *Journal*. v. 91-99 on microfilm.
- American journal of nursing. v. 1-74 on microfilm.
- American missionary. 1846-1934 on microfilm.
- Annales de Chimie. ser. 9, v. 1-20; ser. 10, v. 1-20.
- Antiquite classique Louvain. v. 1-44.
- Anzeiger fuer schweizerische Artertumskunde. v. 1-3, 1855-68; v. 1-8, 1868-98; Neue Folge, v.1-40, 1899-1938.
- Atene e Roma. ser. 5, v. 1-19, 1956-74.
- Archiv fuer philosophie. v. 1-13, no. 2.
- Artificial earth satellites. v. 6-17.
- British journal of photography. 1854-1974 on microfilm.
- British journal of photography annual. 1860-1974 on microfilm.
- Bulletin de correspondance hellénique. v. 77-87.
- Bulletin monumental. v. 4, 7-8, 15, 18-19, 21, 24-25, 27-29.
- Byzantinoslavica. v. 1-4, 6-14, 16-23, 25-34.
- Les cahiers verts. 1927-1966.
- Caras y Caretas. 1898-1939.
- Carbon. v. 1-14 on microfiche.
- Classical et medievalia. v. 1-30.
- Classical quarterly. ser. 1, v. 1-44.
- Clinical toxicology. v. 6-9.
- Congrès international des études Byzantines. 1st-11th
- Le Coq rouge. v. 1-3, no. 1.

NOTABLE BACKFILE ACCESSIONS 1877/78
Page 2

- Corona. 1930-43.
- Dedalo. Rassagna d'arte diretta da Ugo Ojetti. 1920-33.
- Deutsche Literaturzeitung für Kritik der internationalen Wissenschaft.
v. 66-90.
- Deutsches archaeologisches Institut. Jahrbuch. v. 1-22, 24-26.
- Diogenes. no. 1-53.
- Documentos de Arte Argentina. v. 1-25.
- Feuillets mensuels d'informations. no. 1-90.
- Figaro-Salon. v. 4-17.
- Frühmittelalterliche Studien. v. 1-10.
- Genius. v. 1-3.
- Gnomon. v. 1-2, 25-40.
- Gymnasium. v. 2-55.
- Hochland. v. 1-65.
- Humanidades. v. 1-35.
- INIS atomindex. v. 1-7.
- Industrial distribution. v. 40-60.
- Institution of Mechanical Engineers, London. Proceedings. 1921-1959 on
microfilm.
- Instituto Lombardo di Science, lettere ed Arti. Giornale. v. 1-16.
- Instituto Lombardo di Science, lettere ed Arti, Milano. Atti. v. 1-2;
ser. 1, v. 1-4; ser. 2, v. 1-109.
- International Congress of the History of Art. Acts. 2nd-10th Congress.
- International journal of environmental studies. v. 1-9 on microfiche.
- International journal of mass spectrometry and ion physics. v. 1-21.

NOTABLE BACKFILE ACCESSIONS 1977/78
Page 3

International Musicological Society. Comptes rendus. 4th-5th; 10th-11th.

International population census publications. ser. 2: per-1945 on microfilm.

Izvestiia vysshikh uchebnykh zaveddenii, Matematika. no. 1-43.

Janus. v. 46-58.

Japanese journal of limnology. v. 1-29.

Journal of magnetism and magnetic materials. v. 1-3.

Der Jude. Jg. 1-8.

Kabt Studien. v. 45-59.

Der Kreis. v. 20-24.

Latinitas. v. 1-20.

Leo Baeck Institute. Yearbook. 1956-1976.

Leuvense bijdragen. v. 1-63.

Louisiana historical quarterly. v. 1-18.

Maia. v. 1-24.

Maitre phonetique. v. 1-85.

Mercure Francois. v. 1-25 on microfilm.

Mikrochimica Acta. Vienna. 1963-1967.

Mnemosyne. ser. 1, v. 1-11; ser. 2, v. 46-55, 58-60; ser. 3, v. 1-13; ser. 4, v. 1-26.

Monatsschrift fuer Gottendienst und Kirchliche Kunst. v. 1-46.

Der Morgan. v. 1-12.

Muenchner Jahrbuch der bildenden Kunst. ser. 3, v. 1-17.

New Masses (New York). v. 1-66 on microfiche.

NOTABLE BACKFILE ACCESSIONS 1977/78
Page 4

- Oestreichische Byzantinische Gesellschaft. Jahrbuch. v. 1-23.
One. v. 1-6.
- La Parola del passato. v. 1-17.
- Philosophical Society, London. Proceedings. v. 1-6.
- Philosophical Society, London. Transactions. 1854-1972.
- Philosophisches Jahrbuch. v. 1-80.
- Photographic journal of America (formerly: Philadelphia photographer)
v.1-25 on microfilm.
- The Photographic News. v. 1-35 on microfilm.
- Photographische Korrespondanz, Vienna. v. 1-75.
- Rabanhorst, Ludwig. Kryptogamenflora von Deutschland, Oesterreich
und der Schwaiz. v. 9-14.
- Radiation botany. v. 1-13.
- Realist. 1960-72.
- Repertoire bibliographique de la philosophie. v. 1-16, 18-19.
- Revista de Santiago. v. 1-6.
- Revue d'histoire de la philosophie. v. 1-5.
- Revue de la Revolution. 1883-1886.
- Revue de l'histoire des religions. v. 1-50.
- Revue de philologie, de littérature et d'histoire anciennes. ser. 1,
v.1-2; ser. 2, v. 1-50.
- Revue des sciences philosophiques et théologiques. v. 1-52.
- Revue historique de la revolution francaise et de l'empire. no. 1-32.
- Revue internationale de philosophie. v. 1-18.
- Revue phil^sosophique de Louvain. v. 1-11, 13-14, 16-20, 24-27, 35-66.

NOTABLE BACKFILE ACCESSIONS 1977/78

Page 5

Rivista di filosofia neo-scolastica. v. 1-28.

Russkoe Istoricheskoe obshchestvo. Sbornik. t. 1-148.

Sociedad Cientifica Argentina, Buenos Aires. Anales. v. 110-170.

Society of Oriental Research, Chicago. Journal. v. 1-16.

Society of Petroleum Engineers of AIME. Transactions. 1961-1976.

Sovetskaia arkheologiya. v. [1-30]

Sovremennyya zapiski. v. 1-21 on microfilm.

Terra Portuguesa. v. 1-5.

Theoretical and applied genetics. v. 4, 7-8, 11-16, 35-36.

United States. Patent Office. Gazette. 1872-1950 on microfilm.

La Vie theatrale. no. 1-20.

Vigiliae christiane. v. 1-29.

West Virginia history. v. 1-10, 30-31.

Zeitschrift fuer Christliche Kunst. v. 1-34.

Zeitschrift fuer Pflanzenphysiologie. v. 8-12, 40-41.

Zeitschrift fuer religions und geistesgeschichte. v. 1-8, 11-28.

Zeitschrift fuer schweizerische archaeologie und Kunstgeschichte.
v.1-35.

Zeitschrift fuer wissenschaftliche photographie, photophysik und photochemie.
v.1-22.

APPENDIX III

CURRENT PERIODICALS, NEWSPAPERS,
MICROFORMS SECTION
MAIN LIBRARY

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
HEAD CURRENT PERIODICALS, NEWSPAPERS AND MICROFORMS LIBRARIAN
TO THE
HEAD SERIALS LIBRARIAN
FOR THE YEAR 1977-1978

SUMMARY

The staff of the Current Periodicals, Newspapers and Microforms (CPNM) section of the Serials Department has continued its efforts to provide excellence in public service for patrons through better access to the materials in its domain. Several projects have been undertaken during the year to move closer to this goal. Development and activation of bindery procedures, checking titles on the shelves for claiming, and the continuing shelf card project for periodicals are all showing evidence of positive results. In the microforms area, an accurate accounting system for new titles and adds has been established, most periodicals backfiles have been reclassified to a serially numbered file for easier addition of new titles, records of newspaper holdings on microfilm and the microforms shelflist have been updated and two microfiche collections were reorganized to provide access more compatible with their indexes.

Of these, the major project has been bindery. First, a six month backlog of bindery pickups was cleared. Since then, binding units for which there were no pickup slips have been identified and removed, coordinating with the revo to ensure the size of binding units is recorded. An ongoing project is the collection of data on incomplete binding units in order to either order replacements or make the decision to bind as is. Concurrently, decisions are being made to order microfilm backfiles instead of binding, or, in some cases, to keep the current year only. When the project is completed, bindery for CPNM should become a simple matter of monthly pickups and recordation of returns.

Another contribution to the Serials Department revo clean-up project has been the examination of each title on the shelves to determine which need claiming.

More than half the shelf cards are now in place. Target date for the completion of this project is the summer of 1979.

The microforms librarian has worked intermittently on the Guide to Microforms. Fruits of his labors should be available this summer.

In cooperation with Central Reference, the CCH reports on ultrafiche were examined to establish correlation with the files in CRD and necessary information to gain access to the fiche.

These projects were undertaken in addition to the daily routine of shelving periodical, newspaper and microform adds, processing approximately 250 new periodical titles and reshelving used materials. 221,720 people passed through the turnstile between June 1, 1977 and May 31, 1978. During the fall semester, the average was about 785 per day, peaking at 1421 on November 28. Spring semester averages were slightly less - 744 per day, peaking at 1327 on April 10. The staff in CPNM spends many hours helping these patrons learn how to use the materials, how to locate information in their subject area, and finding materials not on the shelves. In addition, many specific inquiries are answered across the counter and from telephone requests. It has been a busy and rewarding year.

MAJOR STRENGTHS

In any organization, its greatest strength lies in the people who make it go. With the departure of the microforms clerk this month, there will have been a complete turnover in the career staff. The departed have moved into better library positions or to pursue other avenues of interest. The staff that has replaced them is a dedicated group who are a pleasure to work with. Each one has learned his or her job well. Those who have been here long enough to be innovative have made more of their jobs than was assigned to them. Their understanding of the mission of CPNM to help the patron to the fullest extent possible has been most gratifying. The degree of cooperation between CPNM and the Serials staff in the Technical Services area, as well as the bindery section of the Catalog Department, is a testimonial to how well such an association can work.

-As the shelf card project has progressed, its value has become more apparent. Patrons are delighted to know at a glance the latest issue received, what has gone to the bindery and what has returned. Many steady users have commented on their usefulness and some now come and tell us when they feel that a title is lagging. Sometimes claiming has been the result.

The gathering together of all periodicals and newspapers in one area is an improvement that few will dispute. Though some patrons resent the necessity to inspect briefcases, most understand the purpose and have said the pleasure of finding what they want easily surpasses the inconvenience of the checking.

Contiguous location of microfilmed backfiles in periodical and newspaper holdings is an additional feature of CPNM. The report of the microforms librarian will describe the increased usage of all microforms this year.

LIMITATIONS

One major problem in CPNM is the lack of work space for staff and student assistants. Stamping, stapling and sorting large quantities of newspapers and periodicals cannot be handled in the space behind the counter. The problem is compounded by the fact that there are only two desks for four staff members and no space for student assistants to work. The distraction to patrons of doing this work in front of the counter has resulted in so many complaints that it is now handled behind the counter to the exclusion of any other work. Furthermore, a handicapped student assistant cannot get behind the desk in his wheelchair and thus feels excluded. Recommended alterations have already been sent to the library administration.

The other major physical problem is the lack of visual access between the microforms storage and the reader areas and between these areas and the monitor's desk. The writer is unaware of microforms sections in other libraries where this barrier exists. Certainly, the literature emphasizes the importance for the staff to see the readers and thus to come to the assistance of those who need it before problems occur. At night, this becomes especially important from the monitor's desk when it is impossible to even hear if someone needs help. Not only is visual access non-existent, the mortuary atmosphere of rows of cabinets and dimly lit "viewing rooms" inhibits many patrons from use of microforms.

A third limitation in CPNM is the lack of indexes to provide access to periodicals and newspapers. The addition of Reader's Guide has been helpful, as witness its heavy use. However, many patrons feel that the necessity to return to Central Reference to use Education Index, for instance, or the newspaper indexes, is an annoyance that they avoid doing. Available information is not used and research takes longer because they will try to browse rather than make the trip. It is even more difficult and time-consuming for those who are physically handicapped.

The addition of another photocopy machine in CPNM has not really decreased the waiting lines to use them. Instead, the usage has doubled. The solution to the problem may lie in a reliable photocopier in or near RBR, since RBR patrons are the heaviest "outside" users of CPNM equipment.

FUTURE PLANS

As discussed in the last section, the woefully inadequate workspace behind the counter and the poor visual access in the microforms area are two physical problems that should be corrected as quickly as possible. Although progress has been made in the direction of reclassifying periodicals into serially accessioned "X" numbers from L.C., the Dewey classed microfilm remain untouched. The microfiche/card collection is still spread throughout three filing systems. When these have been changed, the newspaper collection will also be changed to serially accessioned numbers to facilitate the addition of new titles. When these projects are completed, the maze that is the microforms collection will be much simpler for the patron to access.

The addition of anals in the microforms shelflist file for two microfiche collections has been so helpful as a finding device that it adds strong impetus to a growing need for a subject index to other microforms collections that are inadequately described in the union catalog. Guides or calendars should be made for titles where the reference tool and the collection are not correlated.

Regional representation of the western United States is inadequate in the newspaper backfile collection. These should be filled in.

Periodical titles that are both bound and received on microfilm need to be reviewed to determine if the expense of duplication is justified.

Periodical title usage should be studied to discover strengths and weaknesses in the collection and to strive to improve the balance.

An advertising device for new titles in all three media would be useful to make patrons aware of new titles in their fields of interest.

APPENDIX IV

MICROFORMS SECTION
CPNM, MAIN LIBRARY

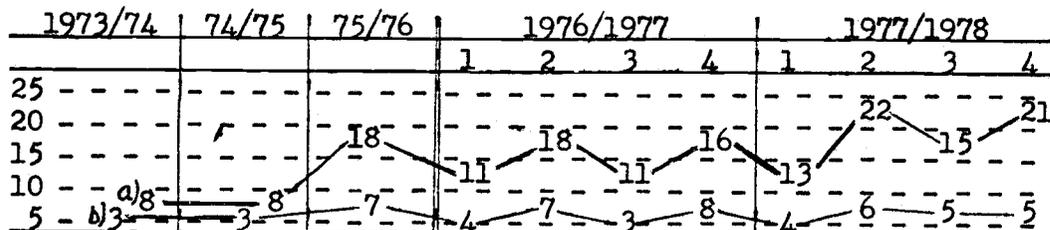
UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
MICROFORMS LIBRARIAN
TO THE HEAD OF
CURRENT PERIODICALS, NEWSPAPERS
AND MICROFORMS
FOR THE YEAR 1977-1978

I. SUMMARY

A. Patron service

This year our capability to serve a greater number of patrons during rush periods is reflected in the high counts (a) below, while the levelling off of daily averages in patron counts (b) is due in part to the fact that routine patron inquiries for specific items of data are now being satisfied with minimum delay.



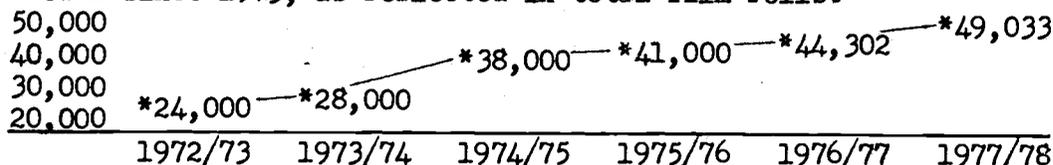
a) Highest patron count for period.
b) Daily average through 10 AM - 3 PM.

Patron service as reflected in reshelving counts. The following shows the highest count for a single day during the quarter.

1977/78	July-Sept	Oct-Dec	Jan-Mar	Apr-June
Microfilm rolls:	133	519	382	283
Microfiche, ea.:	189	647	192	321

B. Microforms holdings

Growth since 1973, as reflected in total film rolls:



Microfiche and microcards:

Note: An error occurs in past estimates of our total holdings in microfiche and microcards, the report for fiscal 1975/6, indicating 724 linear feet, and that for 1976/77 indicating 945 ft. (est.). Based on statistics in Serials and actual counts in various collections taken this June, our present holdings are:

Microfiche: 114,005 and Microcards: 47,062 ea.

C. Physical facilities

Our present viewing equipment is adequate to meet anticipated patron demands in the coming fiscal year, both with regard to micro-format and magnification capabilities. These are as follows:

<u>Format</u>		<u>Magnification ranges</u>
Microfilm viewers	19 ea.	19X
Microfiche "	11 "	24, 40, and 90-100X
Microcard "	3 "	(approx. 24X)

II. MAJOR STRENGTHS

A. Patron Service

1. Analytic shelf lists for large, multi-title series in microform have been installed this year, which have eliminated time consuming searches through the guide supplements to these series.
2. Increasing availability of commercially published indexes, such those published by Newsbank, Inc., has encouraged patrons to make better use of the Microforms facility with less direct assistance than in the past.

B. Microforms holdings

1. Where it has been estimated that newspaper and periodical backfiles accounted for about 80 per cent of patron interest, these materials plus the College Catalog Collection (Microfiche 148) now appear to be the principal attractive areas for about 90 per cent of the patron circulation. In terms of research hours expended, however, the picture is changed considerably by our "steady customers" (i.e., faculty and graduate students) who spend long hours working with archival materials and other sources of primary documentation which are stored in our serially accessioned section.
2. Other collections which should be mentioned here are the Disclosure series (10-K and Annual Reports) and the Ultrafiche Tax Library (Microfiche 238, 239 and 240), which often account, in part, for the high counts in patron load reflected above (see IA). The Newsbank Urban Affairs Library (Microfiche 254), after getting off to a slow start in the spring of '77, suddenly caught on among students working on term papers in the area of urban social problems. The item count of Newsbank microfiche reshelfed during the four quarters of fiscal '77/78 is as follows: 57, 103, 81, and 157.

C. Physical facilities

1. Purchase of additional 40X and 90-100X magnification microfiche lenses has increased flexibility of Micro Design and 3M Consultant 114 fiche viewers in meeting sudden patron demands for materials in one or the other reduction ranges.
2. With curtailment, 1 July 78, of servicing and parts supply on our old Recordak MPE models, and in view of increasing delay in services rendered by local agencies, the Microforms Section has commenced ordering parts necessary to accomplish immediate repair and maintenance as malfunctions develop, rather than calling servicing agencies, some of whom are located out of state. (See IV C, 2, below.)

III. MAJOR LIMITATIONS

A. Patron service

1. UAL Guide to Microforms: Use of the Guide by both patrons and staff is picking up, and with substantial updating this coming year, it will attract considerable attention on part of researchers in both the social and exact sciences. Through the past year, however, progress in updating the Guide has been slowed largely because of concentration of attention on our viewing equipment, in anticipation of the possibility that we may have to establish a local maintenance and repair program. But updating procedures have been tested this year, and about a dozen new items have been forwarded to the office for final draft and insertion into the Guide.

B. Microforms holdings

1. In response to recurring complaints, we should obtain the microfilm backfiles and current film subscriptions to a major newspaper published in St. Louis and in Denver. But for a short run of the St. Louis Democrat (1858-61), we have no newspapers for either the Midwest or the Rocky Mountain Region. The following are also needed: El Paso Times (1921 to date); San Francisco Chronicle (1868 - 1965); and Seattle Daily Times (1891 - 1965).

C. Physical facilities

1. Purchases of periodicals in microform will increase during the coming year. This, plus new acquisitions and routine adds, will pose a storage problem within the next 12 to 18 months. Because of the low ceiling in the Microforms storage area (Rm. C118a), we cannot install verticle-drawer cabinets above those now in the storage area without blocking the overhead lights and possibly violating fire regulations. The best alternative would be to add horizontal drawer cabinets outside Rm. C118a, along the west wall, to accomodate expansion in the newspaper collections, and to remove the shelving along the interior east wall, then locating cabinets there as need be to absorb expansion in the periodical and serially accessioned sections. As for the microfiche and microcard sections, we will have ample cabinet space for the next two or three years.
2. Discontinuation of the Recordak MPE viewers will necessitate a gradual phasing out of the eleven models now in use in the Microforms Section. By cannibalizing, however, we can keep about 4 or 5 in operating condition over the next two years. The features important in these models are a) direct projection through the film and down to the viewing pan, which gives maximum image resolution for persons working with film copy of faded archival documents, and b) headdown viewing position, which is often essential for partially handicapped patrons. For further discussion, see IV C, 2, below.

IV. FUTURE PLANS

A. Patron service

(No new proposals at present other than continuing work on analytical shelf lists and the Guide to Microforms.)

B. Microforms holdings

1. Newspaper backfiles: The newspapers mentioned in III B, 1, above will probably have to be ordered on a priority basis, for the cost of these backfiles will run high. We are now preparing a priority list which will be presented to the Serials Committee in the near future.
2. The long-postponed request for purchase of four major Latin American newspapers has finally been submitted. These also represent large budget outlays and will probably have to be set up on a priority basis, beginning with El Excelsior (Mexico City) then followed by the desired newspapers from the ABC nations.

C. Physical facilities

1. With regard to an anticipated increase in maintenance and repair work accomplished by our own staff rather than by local servicing agencies, the Microforms Librarian will suggest serious consideration of the possibility of training an employee to undertake this and other related work on a full-time basis. Because of the need to meet repair problems as they develop, the University has been encouraging specialized maintenance sections in such areas as typewriter repair, photography, etc.
2. In anticipation of the phasing out of the old Recordak MPE, Bell and Howell are now offering their Model 16/35, which incorporates the features discussed in III C, 2, above. Micro Design, Inc., is also coming out with a similar viewer. Both will be retailed at about \$1,300. As soon as the flyers come in on the latter model, the Microforms Librarian will make plans for gradual replacement of the Recordak MPE models, as the latter become irreparable, selecting one or the other of the new overhead models in light of features most suitable to our needs. As indicated above, however, we have at least a year before the matter of replacement will become a serious question.