

ANNUAL REPORT
OF THE
UNIVERSITY LIBRARIAN
TO THE
PRESIDENT
FOR THE
1979-1980 YEAR

W. David Laird
University Librarian

SUMMARY

Fiscal year 1979/80 has been a rewarding and productive year for the University Library. We continue to grow rapidly, in size as well as stature. We are not yet the "best in the West" but we are narrowing the gap with each succeeding year.

Three years ago the move to the new library provided an opportunity for us to show the commitment of our staff to the library system. We thought we could never surpass the planning, organization and enthusiasm demonstrated by the staff during the move but we may well have done so with the barcoding project accomplished during Spring break. All staff, from the Librarian to library clerks, spent at least six hours a day for five or more days matching barcodes to books; student crews worked nights and weekends. At the time the last barcode was affixed, some 750,000 volumes later, the staff was pleased, proud, dirty and exhausted but the sense of accomplishment was exhilarating. Despite initial fears, the closing of the building for nine days generated little complaint from faculty and students.

Staff development assumed a more important role this year. Questionnaires determining departmental needs were sent out and audio-visual and PLATO materials were used to expand the content and flexibility of the Orientation Program. In late Spring, the Training Division of the Personnel Department conducted for us a series of workshops on the Selection Interview and Affirmative Action in Employment. The staff responded enthusiastically and came away from the sessions with new techniques and a better understanding of affirmative action guidelines.

The GEAC circulation system has made the library a focus of national interest. Yale was the first American library to contract with GEAC Computers, Inc., but we are the first library in the country to be on-line with the system for loan activities. The decision to select the GEAC system was not an easy one but time has proved it an excellent choice. The system is up and running with virtually no problems; the staff is delighted and patrons are enthralled. Behind the scenes, the Technical Services staff is involved in the development of a direct terminal-to-computer link from the OCLC terminals to the GEAC computer. Tying the systems together, a first for the GEAC and OCLC systems, allows bibliographic information to appear in the circulation data base at the same time it is being in-put for cataloging.

Late in June the Library received notification that we had been awarded a Title II-C grant, Strengthening Research Libraries, from the Department of Education. Spread over twenty-four months, the Library will receive nearly \$400,000 to acquire, process and provide bibliographic access to arid lands materials. We are especially pleased because U of A was one of only six research libraries awarded "new" grants under Title II-C this year. We are hopeful that this is the first of many grants that will come to the Library to lend support to the many outstanding research programs on the campus.

MAJOR STRENGTHS

As in years past, the strength of the Library lies in its collection and in its fine staff. Both grow stronger with each succeeding year.

The collection is experiencing phenomenal growth, due in large part to the strong support of the Regents and University Administration. Since June of 1977 the collection has grown by nearly one million items, just 14,000 items short of that mark. None of us in our wildest dreams could have projected such a growth rate. Purchased materials account for most of the growth, but gifts to the collection are an important factor as well. Only a small selection of this year's outstanding gifts are listed below:

1. Grant L. Hill donated his collection of over 127,000 titles of popular songs spanning the 20th century, to the Music Collection, making the University Library a major repository in the nation for this type of music.
2. A second notable collection arrived when the Government Documents Department became the repository for the Service Center for Aging Information and received, initially, 3,100 titles on microfiche.
3. In addition, The Center for Creative Photography received photographic donations valued in excess of \$580,000.

The skill and dedication of our staff is gratifying. They are to be congratulated for their outstanding individual and collective performances. Our Map Collection hosted a Western Association of Map Libraries Workshop, and a Federal Documents Workshop was conducted by our Government Documents Department. Two members of our Central Reference Department produced the 1976 and 1977 editions of the Index to Arizona News in the Arizona Daily Star. This publication is the only published newspaper index in the State of Arizona. The Acquisitions Department processed more than 101,000 pieces, their first year to top the 100,000 mark. The Catalog Department searched nearly 60,000 titles -- up 38% -- cataloged 52,000 titles, and filed more than 600,000 catalog cards. Circulation rose to 600,899 and though final statistics have yet to be compiled, it is apparent that stack maintenance staff have shelved more materials the past year using less student staff hours than the year before. This is but a selection of outstanding performances. Is it any wonder that I feel our strength is in our staff.

MAJOR LIMITATIONS

Salaries for professional librarians are well below the national median for major research libraries, and beginning and average salaries at Arizona State University, Pima Community College and the Tucson Public Library are above us. Two of the top four administrative positions in the Library remain vacant in part due to low salaries, and the Head Science-Engineering Library position had to be advertised twice before it was filled. There can be no doubt that low salary levels are affecting our ability to recruit and retain well qualified librarians.

"Library-space" is a four-letter word. Despite the new building (and because of the incredible growth mentioned above), the Library system continues to experience space problems. Both Library Science and Music Collections exist in conditions so crowded that it would be embarrassing to compare them to national standards. The Center for Creative Photography lacks adequate archival, storage and office space. Special Collections, Map Collection and the Media Center have only three to five years growth and the Government Documents Collection has already reached an acute stage. This coming year will see planning for a major shift in materials to accommodate growth in the Documents Collection and each year from now on until some indefinite time in the future the question of space will be a major concern for the Library. When we begin to hear "library-space" shouted like a curse word, everyone will know what I mean about its four-letter nature.

Our cataloging backlog has grown 17,000 volumes from this time last year despite maintaining the productivity of the previous two years at approximately 52,000 titles. The backlog now stands at 75,000 volumes. We have long since peaked on our level of production with current staffing and equipment; our processing remained level this year only by shifting staff away from other tasks in the Catalog Department.

FUTURE PLANS

The Center for Creative Photography will undertake a program of cooperative efforts with other national institutions. Plans are underway for organizing the opening of the Aaron Siskind retrospective exhibition (a CCP exhibition) at The Museum of Modern Art, and co-publishing a Siskind book with the New York Graphic Society.

By the fall of 1980, our GEAC online circulation system will be fully operational and, for the next few months, we will be concentrating on developing the means to train our patrons in the use of the system and refining the GEAC-OCLC link. We also hope to add GEAC terminals to our various branches and departmental collections allowing us to gradually eliminate our cumbersome, time-consuming, manual lending operations in Music, Maps, Media, Library Science, and, possibly, Government Documents.

Emphasis will be placed on methods of protecting the Map Collection's early maps and atlases. The polyester film encapsulation project will be continued and consideration will be given to microfilming a selected number of the collection's valuable maps. Also in the exploratory stage is the possible reproduction of all University of Arizona theses and dissertations in microfiche format. It was apparent at a State conference on cooperative conservation strategies held earlier this year, that the University Library is virtually unique in providing adequate care of the rich resources it houses.

Our orientation efforts will be expanded by increasing departmental contacts and reaching new graduate students on a small group basis in light of the Graduate College's termination of its general orientation programs. In addition, we will increase efforts to identify "target" courses that can reach students most efficiently at the most appropriate time in their introduction to a discipline.

A major acquisitions and processing program will be undertaken as a result of the Arid Lands Grant. In the next twenty-four months, the Library will acquire and process a minimum of 5,000 monographs and 400 serial titles in the field of arid lands studies.

A plan to increase professional librarians' salaries will be developed this year.

Space planning will consume more time than at any time in the past. We must find space for expansion of the Government Documents Collection immediately, and similar pressures will occur in Maps, Media, Special Collections, Library Science and Music over the next three years.

OUTSTANDING RECOGNITION

Elsie Phillips, recently retired Head Music Librarian, received the Librarian of the Year Award from the Arizona State Library Association for her many contributions to the library profession.

Shelley Phipps, Orientation Librarian, has been elected Vice-Chair/Chair-Elect of the ALA/ACRL Bibliographic Instruction Section.

COLLECTION RESOURCE STATISTICS

	1978/79	Added 1979/80	Withdrawn 1979/80	Total 6/30/80
BOUND VOLUMES				
Monograph		77,854	4,899	
Serial		18,136	1,254	
TOTAL	1,274,962	<u>95,990</u>	<u>6,153</u>	1,364,799
GOVERNMENT DOCUMENTS				
Depository		27,900		
Non-depository		15,338		
TOTAL	795,317	<u>43,238</u>		838,555
MICROFORMS				
Microfilm	63,437	8,748		72,185
Microfiche	972,747	201,715		1,174,462
Microcards	155,822	3,699		159,521
TOTAL	<u>1,192,006</u>	<u>214,162</u>		<u>1,406,168</u>
MAPS	152,026	7,764	12	159,778
MEDIA				
Phonorecords (Music)	19,306	2,035		21,341
Other (Media Center)	*48,973	12,991	79	61,885
TOTAL	<u>68,279</u>	<u>15,026</u>	<u>79</u>	<u>83,226</u>
MUSIC				
**Sheet music	22,349	459	4	22,804
TOTAL HOLDINGS	3,504,939	376,639	6,248	3,875,330

* Reflects recount of Media in 1978/79

**First inclusion of sheet music in total holdings

ANNUAL REPORT
OF THE
CENTER FOR CREATIVE PHOTOGRAPHY
FOR THE
1979-80 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

Submitted by:

James L. Enyeart, Director
Center for Creative Photography

SUMMARY

Fiscal year 1979-80 was for the Center a year of high activity and growth in all areas--attendance, collections, publication, exhibition, grants, facility expansion, conservation research, and public service.

Total gifts of works to the Center during this period amounted to \$580,231.00 in value. Cash gifts totaled \$30,000.00. At the beginning of June, negotiations were also begun with Polaroid Corporation for grant funding in the areas of staffing, publication, and collections. Over the next three years, this corporate support should amount to \$100,000.00 in cash support and twice that amount in collection development. Other main gifts included the Andreas Feininger Archive of 3,000 prints and all the attending archive materials; the Paul L. Anderson Archive of approximately 400 platinum prints; the Henry Holmes Smith Archive of papers and manuscripts; two major collections from Aaron Siskind, and 300 George Fiske photographs from Virginia Best Adams.

During the year, the Center was awarded five National Endowment for the Arts grants totaling \$44,500.00. A major cataloging and guide series grant, a grant for a retrospective exhibition of Aaron Siskind, and a grant for a survey exhibition of the work of Barbara Crane were the major awards among these grants. Ford Motor Company also made a major contribution of \$18,000.00 in support of the Center's traveling exhibition, Photography of the Fifties.

The Center produced eight publications during the year with three of the publications receiving national attention, including two reviews in The New York Times. These three were Photography of the Fifties: An American Perspective, an issue of the Center's journal devoted to Margrethe Mather, and George Fiske: Yosemite Photographer.

The University of Arizona Foundation gave the Center a grant to convert the reading area of the Center's library into a small gallery for exhibiting works by contemporary photographers. This allowed the Center's exhibition program to expand to approximately twice the number of exhibitions per year, devoting half of these to special exhibitions from the collections and major one-person or thematic shows.

During this period, the Center also initiated research on a cooperative basis with the Department of Chemistry and the Optical Sciences Center into unique infra-red and x-ray methods of print process detection, identification, dating, and authentication. These projects remain in process and will continue throughout the coming year.

MAJOR STRENGTHS

A major strength of the Center continues to be its growing reputation internationally as a scholarly research center of excellence. This respect for our programs significantly aids fund-raising efforts and encourages gifts of major collections. This regard for the Center is largely based on the quality and depth of our collections, their continued growth, and on our programs of active dissemination of those collections, primarily through publication. The Center's Guide Series, though modest in format, is unequalled in the field. The Center's journal also has received praise and acclaim from both the public and professionals. Each issue continues to sell out within a year or two of publication.

Major exhibitions organized by the Center which tour nationally are aimed at reaching not only a wider public but also providing a service to the field which, unless undertaken by the Center, in all likelihood would not occur.

The continual reassessment of collection management and research into conservation methods also places the Center as a leader in the field.

A consistent major strength which is reflected in the above continues to be the expertise and dedication of the Center staff.

OUTSTANDING RECOGNITIONS

Terence R. Pitts, Curator and Librarian. Awarded a National Museum Act travel grant from the Smithsonian Institution to study cataloging and preservation systems in other institutions throughout the United States and Canada.

Linda L. Fry, Photographer. Awarded a travel grant from the Arizona Commission on the Arts and the University of Arizona President's Office to research nitro-cellulose copying process at the American Museum of Natural History, New York City, and the Peabody Museum, Cambridge, Massachusetts.

James L. Enyeart, Director. Chaired History Symposium at Rencontres Internationales de la Photographie, Arles, France, July 7-13, 1979. One of three curators for international exhibition of contemporary American photographers at "Venezia '79," Venice, Italy, Summer 1979. Published essay in accompanying catalogue. Advisor to Minister of Culture, Alberta, Canada, on appraisal and preservation of controversial photography collection considered for acquisition for Provincial Archives of Alberta. Chaired the history panel discussion at Mid-American College Art Association meeting at Arizona State University, October 1979.

Member of Collecting Panel at conference at Arizona State University, November 1979. Member of review panel to select recipients of Bush Foundation Fellowships for the Arts, February 1980. Received invitation to be considered for Director of the International Museum of Photography at George Eastman House, Rochester, New York. (Invitation declined.) Received invitation to be considered for Director of Museum of Photography University of California at Riverside. (Invitation declined.)

MAJOR LIMITATIONS

The Center has made major innovations in the computerized cataloging of its collection, especially in the terminology used which is being adopted by other institutions; however, the current system of utilizing the Computer Center through the Arizona State Museum has become a bottleneck in the extreme, resulting in errors and a tremendous backlog of unprocessed acquisitions. The registrar for the Center must now proofread all computer entries two different times (due to errors in key punch entry) before cataloging can proceed. The bottom line is that the Center is now in a cycle of falling further and further behind in cataloging in spite of improved staffing. This problem will continue and worsen until an on-line data entry program via a terminal at the Center is developed. This program is in fact the necessary second stage of computerized cataloging and must be accomplished in the near future.

The second major limitation at the Center is a lack of adequate archival, storage, and office space. While the staff continues to grow with various funding programs, it has been impossible to expand working space. Collections and archives continue to come to the Center and the temporary space we have at the Arizona State Museum has helped to avoid disaster for the moment. This space, however, is not only temporary but it is also not satisfactorily secure in terms of environmental risks. Also this space is removed from the Center's main operations, thus requiring staff in two different locations. The Center has also reached its maximum capacity for archival storage shelving for master prints. This shelving will in all likelihood be filled by the end of 1982. Short of a new building or a larger adapted facility, there are no other acceptable solutions.

FUTURE PLANS

A primary goal for the Center during the coming year will be to make the journal entirely self-supporting including independence from federal grants if possible. Various programs including corporate support should make this possible.

The Center will also be undertaking a program of cooperative efforts with other national institutions. Plans are under way for organizing the opening of the Aaron Siskind retrospective exhibition (a CCP exhibition) at The Museum of Modern Art, New York City, and co-publishing a Siskind book with the New York Graphic Society.

Other goals include a stepped-up program of cataloging and the organization of more exhibitions from the Center's collections.

ANNUAL REPORT
OF THE
RECORDS MANAGER
TO THE
UNIVERSITY LIBRARIAN
FOR THE
1979 - 1980 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

Submitted by:

Donald D. Marks
Records Manager

1. SUMMARY

The first year of the university's Records Management Program was much like a roller coaster ride: there were ups and downs, and everything sure went by in a hurry. The Records Manager's first few months were spent learning names, faces, and the rules of the game. Starting any new program from scratch demands support from top management, but starting a new program that cuts across departmental, bureaucratic, or political boundaries requires the absolute backing of the institution's administration. That the Program did not achieve as much as the Records Manager had hoped in the first year is in large measure due to a lack of top management support. This understandable, yet lamentable, situation resulted from the complex interaction of budgetary set backs, personality differences, and ambiguity about program goals. That the program survived all this is a testament to good will, patience, and hard work.

Once realizing that only those things which "had to be funded, would be funded", the Records Manager began resolving the organizational ambiguity about means, objectives, and goals of the program. After months of research and analysis to discern the applicability and worth of the OMEX automated records management system, the conclusion was reached that OMEX was far too expensive and risky a venture for the University to undertake. The upshot of the inquiry is that the administration has consigned OMEX to limbo, in the hope "that if you ignore something long enough it will go away."

With no budget or staff and with all program resources capitalized in the person of the Records Manager, the only real program alternative was to consult with various campus departments about their records problems. For the last 5 months of the fiscal year, the Records Manager served the Registrar and Physical Resources as an in-house consultant. These two analysis, design, training, and implementation projects are far and away the high spots of the year. But in-house consultancy does not a program make. While preparing the ground and cultivating a constituency are necessary for program development, they are not sufficient for program establishment. Without a budget, staff, tangible product, or service (beyond consultancy); the future of the Records Management Program remains clouded at best.

2. MAJOR STRENGTHS

The major strengths of the Records Management Program are balanced between form and content. A most important concern of any new program is its image and the Records Program took every worthwhile opportunity to heighten organizational awareness of its capabilities and potentialities.

Image building not only spread word of the program's existence, but facilitated the planning process. No administrative service is a success unless it develops user oriented practices and procedures that expedite the work flow. Image building and projection became a recursive process: the more often the image was projected, the richer and more sophisticated it became. Feedback helped shape the program's present capabilities and future intentions. The beneficial result is that general professional program standards have largely been adapted to UA administrative needs and political realities, at least in the short run.

The Program's second major strength is a positive record of accomplishment. In a consultancy role with the Registrar, a comprehensive analysis and design project led to implementation of a plan for an integrated records control system. A "cradle to grave" approach entailing new systems for creation, filing, filming, indexing, and retrieving documents will make management of a significant part of the student record and information system much easier.

In a somewhat different consultancy role, a records control program was initiated in the Division of Physical Resources. Problem definition lead to program planning which in turn was phased into implementation with personnel training and completion of a pilot project. The momentum of the pilot project was enhanced by training seminars and hands-on workshops for records inventory and analysis. A formal records control program is well underway and continued expansion is possible because of the solid foundation built this year.

4. MAJOR LIMITATIONS

The major limitations of the program are the absence of funding and the lack of staff support. Last year when the Records Management Program started on July 1, the Payroll-Personnel computer system collapsed. Whatever hopes there were of campus budget flexibility which could be used to support staffing and equipment purchase for the records program withered as the need to rectify the payroll system increased. But not only was funding in short supply because of trouble with the payroll computer system, the will and drive necessary to see a program through infancy all but evaporated. Perhaps in fiscal 1980-81, if there are no more major administrative "brush fires", the University will be more able to face the challenge of developing a new program.

A comprehensive program in Records Management is marked by such expertise and flexibility as are necessary to address and correct any problems that might occur in the life cycle of a record. While most records programs begin with an attack on a backlog of old records, the successful programs also deal with creation, filing, forms, microfilming, and low cost storage. All of the phases in the record's life cycle are analyzed and formalized in a retention schedule. One person simply can not do all of these activities for an organization as large as the University.

5. FUTURE PLANS

The goal of the Records Manager is to build a comprehensive Records Management Program for the University. The objectives and plans as to how this is to be done are in flux and not entirely clear. Nevertheless the process of image building will continue, as will the consultancy function. The objective of each of these endeavors will be to build a constituency. Every program in its development stage needs visibility and a positive record of accomplishment. Continuing present program directions into 1980-81 should enhance the development process, but at some point a significant infusion of resources is necessary if the program is to attain a critical, self sustaining mass.

As the year ended discussion had just commenced with the Director of Physical Resources about the role he might play in initiating and sponsoring new dimensions and capabilities in the Records Management Program. While discussion about alternatives is now in a preliminary phase, a transfer from the University Library to Physical Resources is not to be greatly discounted as a future possibility, pending proper administrative review and approval.

PUBLIC SERVICES DIVISION

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
ASSISTANT LIBRARIAN FOR PUBLIC SERVICES
TO THE UNIVERSITY LIBRARIAN
FOR THE 1979/1980 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

Submitted by:

Mary Dale Palsson
Assistant Librarian for Public Services

1. SUMMARY

For the first time in recent history, all Public Services department head positions have been filled! This year we welcomed Keith Russell, Head Science-Engineering Librarian, and Dorman Smith, Head Music Librarian. We also recruited Douglas Jones and John McGorray, Science-Engineering Librarians, Ruth Dickstein, Central Reference Librarian, and Elaine Moore, Map Librarian.

Although the Public Services Division received no new positions in 1979, we were able to restructure job assignments in order to create a position of half-time Computer-Assisted Reference Service Coordinator. Douglas Jones, Science-Engineering Librarian, was named CARS Coordinator in April and is already doing an outstanding job in organizing this vitally important service.

The physical appearance of our facilities changed remarkably in 1979/1980. Our Music Collection was filled to capacity with new shelves, the staff moved to new quarters, and a reading room was opened in the Music Building across the hall from the Music Collection. The Science-Engineering Library received thousands of feet of shelving from the old Law Library and the storage and staff area of our Media Center was completely reorganized.

The new shelving in the Music Collection did not remain empty for long. Mr. Grant L. Hill donated his collection of over 127,000 titles of popular songs spanning the entire period of the 20th century which constitutes the largest and one of the most valuable gifts ever received in the Music field. Another notable collection arrived in the University Library last fall when the Government Documents Department became a repository for the Service Center for Aging Information and received, initially, 3,100 titles on microfiche.

Our Public Services staff produced two major reference works in addition to the ongoing preparation of numerous guides and bibliographies. The 1976 and 1977 editions of the Index to Arizona News in the Arizona Daily Star are now available. Edited by Bonnie Hintzman and Bruce Parsil, this is the only published newspaper index in the State of Arizona. As this report is being written, 1,000 copies of a greatly expanded edition of the Guide to Chicano Resources in the University of Arizona Library are being offset and should be available soon. Iliana Sonntag, Shelley Phipps and Ross McLachlan should be commended for the many hours of work they devoted to revising this important publication.

Even though our reference service has begun to stabilize after the overwhelming increase of three years ago, the total number of reported questions answered grew from 175,845 in 1978/1979 to 180,123 in 1980/1981. This is not a system-wide count and includes only the following areas: Map Collection, Media Center, Government Documents Department, Music Collection, Central Reference Department, and Science-Engineering Reference. Use of our special departmental materials also increased, especially in Government Documents, Maps, Media and Special Collections. In fact our library use of Maps doubled from 15,157 maps requested in 1978/1979, to 30,602 in 1979/1980.

Our traditional reference service experienced a rather sedate growth, but our special services are booming. This year our Interlibrary Loan Section processed 21,832 requests as compared to 18,523 reported last year. Our Computer-Assisted Reference Service reports a 37% increase with 359 searches completed in 1978/1979 and 491 completed in 1979/1980. Last, but not least, the number of students reached through our course-related library instruction grew from 6,238 last year to 7,862 this year. This is in addition to the 3,300 students who completed the Library Skills Program offered through English 102, 103 and 105. One indication of the outstanding contribution of library orientation is the fact that each year the number of simple directional questions asked diminishes. Our patrons are becoming more sophisticated library users, their questions are becoming more detailed and we are receiving more of them.

All-in-all, this has been a vintage year for the Public Services Division of the University of Arizona Library.

2. MAJOR STRENGTHS

As is fitting for the Public Services Division, our major strength is our fine staff. Although they already provide exemplary service, they constantly seek ways to improve their skills and share their knowledge. Many of their notable activities are documented by the Annual Reports of the Department Heads and the reports received this year were outstanding.

Last fall, Elsie Phillips, retired Head Music Librarian, received the Librarian of the Year Award from the Arizona State Library Association for her many contributions to the profession. Shelley Phipps, Orientation Librarian, and Ruth Dickstein, Central Reference Librarian, co-authored an article on our nationally recognized Library Skills Program for The Journal of Academic Librarianship. Also, Shelley Phipps was appointed to the editorial board for College and Research Libraries and was elected Vice-Chair/Chair-Elect of the 2,000-member Bibliographic Instruction Section of the Association of College and Research Libraries.

Our Map Collection staff hosted a Western Association of Map Libraries Workshop which drew over 60 people from 13 states, Canada and Mexico. Many of the participants remarked that ours is one of the best facilities in the country. Another workshop which received acclaim was a Federal Documents Workshop conducted by our Documents staff in February 1980 for the Arizona Chapter of the Special Libraries Association. An audience of 49 people came from as far away as Yuma and Window Rock and reported that our staff did an outstanding job with their presentation.

By far, the most significant innovation of the year is the conversion to the GEAC online circulation system. Our entire Public Services staff contributed to the Library-wide project involving the barcoding of our huge collection of books and are now participating in both staff and user-training activities.

The very selective highlights mentioned above were chosen to represent the skill and dedication of our Public Services staff. They are to be congratulated for their superlative individual and collective performances!

3. MAJOR LIMITATIONS

Although they vary in degree, our limitations have not changed. We still lack adequate staff and space. Nearly every department could use additional help, but our most critical need is for another permanent professional position for our burgeoning orientation program which, as Shelley Phipps notes, has grown by 270% in five years. This next year, Oriental Studies, Special Collections, and Government Documents will receive additional support help for which we are most thankful. Nevertheless, Media, Maps, Music and within another year, Interlibrary Loan, all need either additional staff or a large increase in their student wages budgets.

Our growing Computer-Assisted Reference Service absorbs an increasing number of hours of professional commitment. Because we must recover costs for online, telecommunications and offline print charges, accounting procedures have become more time-consuming as the service continues to expand. Ideally, this service should be offered for free, but until this possibility becomes a reality, we will be needing more help processing the forms and monitoring the budget. Undoubtedly, the position of part-time coordinator will also develop into a full-time activity.

As reported last year and in previous years, the Music Collection is desperately short of space. Our Library Science Collection is nearly full and Government Documents will need additional space before the year is over. Next on the list are Media, Maps and Special Collections.

We are all proud of our dynamic, growing library, but now that we have the money to acquire virtually all the materials we need, we are having trouble processing, serving and storing them.

Another problem facing every academic library relates to the incredible revolution in information technology. Standard reference works, once available only in printed copy, are now being supplanted by a bewildering variety of non-print formats. Eventually, every reference area ought to be equipped with ROM readers, COM readers, and computer terminals. Our Media Center also need sophisticated machines to handle numerous media formats. Careful plans must be made now to establish priorities and redesign service areas. We must also place more emphasis on staff development and training.

4. FUTURE PLANS

This next year we will be filling two vacant professional positions in Maps and Science-Engineering and creating three new career staff positions in Government Documents, Oriental Studies and Special Collections. In addition we plan to expand (cautiously) our Computer-Assisted Reference Service and prepare a proposal to provide reference access to the Research Library Information Network bibliographic data base through public service terminals.

By the fall of 1980, our GEAC online circulation system will be fully operational and, for the next two months, we will be concentrating on developing the means to train our patrons in the use of the system. We also hope to add GEAC terminals to our various branch and departmental collections and gradually eliminate our cumbersome, time-consuming, manual lending operations in Music, Maps, Media, Library Science and (possibly) Government Documents.

More emphasis must be placed on staff development. Members of the training committee within our Computer-Assisted Reference Service group are now developing plans to provide instruction in the use of various data bases for our public services staff. We also hope to provide more interdepartmental training sessions to heighten staff awareness of the interrelationships of our various research collections. For the next few years, we must concentrate on learning about the availability and use of non-print materials.

Our AMIGOS interlibrary loan network is now proposing that free photocopies of needed materials be provided by all participating libraries. Should we decide to implement this proposal, we must be prepared for the increase in work both in our Interlibrary Loan Section and our Photocopy Centers.

As mentioned in last year's report, collection development policies are being prepared for specific areas. By the end of the year we hope to have adopted policies for Central Reference, Oriental Studies, Media and Special Collections.

We must (unwillingly) face the fact that our Government Documents Department is the first area in the new library to have outgrown its originally designed space. Our Head Documents Librarian is working with the Library Administration to find a solution to this dilemma. We already fear this will mean a possible relocation of the service.

Now that we have a new Head Science-Engineering Librarian we will be concentrating on expanding the services in that important part of our system. One project already underway is the redesign of the loan and current periodical areas of the Science-Engineering Library to provide additional work space for our staff.

Facing formidable changes, our indefatigable public services staff will undoubtedly surpass their past achievements. We are as close as we have ever been to filling all our vacant Public Services positions and we have reason to hope that next year will be better than ever.

Mary Dale Palsson

Mary Dale Palsson
Assistant Librarian
for Public Services

ANNUAL REPORT OF THE
HEAD, CENTRAL REFERENCE DEPARTMENT
TO THE ASSISTANT UNIVERSITY LIBRARIAN FOR PUBLIC SERVICES
FOR THE 1979-1980 FISCAL YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

Submitted by:

Rebecca Kellogg
Head-Central Reference Department

I. SUMMARY: 1979-1980 CRD

The CRD reference desks were staffed 235 hours per week, consistent with past practice. Total questions: 110,558; reference questions 77,309; directional 33,249. Reference questions were 70% of the total; an increase of 2 % over 1978-79. The quality of desk service continued to be high (See STRENGTHS), but is not at the level it could be (See LIMITATIONS). The Library Skills Program along with CRD developed bibliographies appear to be providing students with the ability to manage more library work on their own. This has increased the general complexity of reference questions. Staff use of OCLC increased and provided the user with verification of holdings as well as possible call numbers for card catalog order forms dated and marked "received."

Online Searching: 232 searches were completed for students, faculty and researchers; a 7% increase. Practice time was increased, resulting in more refined and precise searches. CRD searchers also conducted continuing education sessions for the CRD staff, including online work. (See APPENDIX A for titles of some of the searches; STRENGTHS for the value of CARS/Main meetings; LIMITATIONS for the need to increase familiarity of the entire CRD staff with these resources.)

Collection Development: Approximately 300 more volumes were added to the collection than were transferred out. However, statistics for 1977-80 reveal that the total collection has decreased by approximately 1000 volumes. The largest growth area was the Z classification. The Serials Department moratorium was observed, and the average number of monographic and serial titles involved in the transfer & clean-up project was reduced from 50 to 15 per week. The collection was bar-coded during Spring intersession, thus providing an inventory of holdings. A meeting between the Subject Representatives and Elaine Livermore helped clarify where and how CRD librarians fit into library-wide collection development activities. (See STRENGTHS for review of the CRD collection development policy; LIMITATIONS for concern associated with the Z classification.)

Indexing: Editing of the 1976 and 1977 Arizona Daily Star Index was completed with the volumes in the final stages of production. Indexing was transferred from paper slips to card stock with the hope of reducing the theft of current year material. After setting aside most indexing during the G.K.Hall publication of the Arizona Index, the backlog has now been substantially reduced. Current indexing is also taking place with backlog and current cards being filed in the CRD catalog as well as being sent to subscribers.

Orientation/Instruction: 200 sessions were given this fiscal year; an increase of 22%. A session in the library is now part of English 104 (350 students this last year). The use of annotated bibliographies continues to be favorably received by faculty and students; the latter frequently using them with subsequent assignments. The famous "What is the sales probability for cat litter in Tucson" crisis was tactfully turned into the occasion for a major bibliography from Craig Hawbaker for use in the Marketing Research courses. (That questions has no answer--unless you wish to do original research--which neither we nor 400 students were prepared to do.) (See APPENDIX B for titles of some of the bibliographies.)

Final Comment: It was a good year for the CRD staff with Paul Barton and Lois Olsrud being promoted to the rank of Librarian, and Ruth Dickstein being welcomed as a new member. John McKay was granted a one year leave to work on a book and CRD has been pleased to have Olya Tymciurak work with us during his absence.

II. STRENGTHS

CRD Collection; The collection was noticeably strengthened in 1979-80, due to--

1. The transfer & clean-up project; Begun in January 1977, this is approximately 2/3 complete. Significant numbers of duplicate copies, superceded works and non-reference titles have been transferred to the main stacks. Missing volumes which should be retained in CRD have been replaced.

2. The CRD collection development policy; In final draft form, it now serves as a basis for work by the Subject Representatives in their CRD areas. The result has been an initial tightening of the collection, increasing the depth and extensiveness of coverage in fewer volumes.

3. The CRD staff; The Subject Representatives have worked with the transfer & clean-up project; drafted, revised and reviewed the collection development policy; and have kept a more critical eye on the suitability of new reference works. The Career Staff have worked with the transfer & clean-up project; made suggestions for the collection development policy; maintained the currency and completeness of the collection; and spent countless hours solving problems as well as processing material in and out of CRD.

4. The collection has been barcoded for the GEAC circulation system. The value of this step is that it serves as an inventory of CRD. It will pinpoint specific missing titles, incorrectly labeled or associated titles, and material which may need updating or revision.

Through the efforts of the staff, the collection has been moved closer to the goal of being able to respond to the curricular needs of students, as well as being a place where the scholar may initiate research.

CRD Services: Service was strengthened this past year due to--

1. Increased staff work with and knowledge of the CRD collection--the result of the above efforts.
2. Increased orientation/instruction sessions with emphasis placed on teaching students how to apply what was learned in the Library Skills Program to their social science/humanities/fine arts courses and assignments.
3. Increased use of annotated bibliographies developed by the Subject Representatives. These encourage the student to gain familiarity with reference materials as well as to view the library in a more self-sufficient manner.
4. CARS/Main meetings were begun, providing the CRD searchers with opportunities to discuss search strategies, problems, changes in the databases, etc. This exchange of information, along with more practice time and regular CARS meetings, allowed searchers to increase their online proficiency and to provide the user with more precise material. The result has been an increase in the use of this service.
5. Total staff involvement in the CRD Re-design Report discussions will lead to fewer physical (and perhaps mental) bottlenecks for CRD users.

III. LIMITATIONS

Online Resources; The departmental goal of providing service which most effectively and efficiently resolves the user's needs requires technical mastery of all types of reference tools. Microform material is well-understood by the entire staff. Use of OCLC for citation and holdings verification continues to increase. However, only 4 of the 19 full-time staff at the reference desks work directly with the over 140 bibliographic tools available online through SDC, LIS and BRS.

Approximately 3/4 of the online tools are currently available in print format. However, the print versions may not be as up to date, may not use as flexible a terminology in indexing/abstracting material, and may require days of manual searching as opposed to minutes of online searching to turn up relevant information. A few publishers have begun discussion of stopping their print versions, or of at least splitting what will be available in the print and the online versions. An example of this latter situation is the change with Psychological Abstracts, an extremely fundamental and heavily used reference work: only the online version will be complete from now on--the print version will no longer include dissertations, theses, or book reviews. A similar example is the ERIC system, where the lead-in (subject) terms online are more current and flexible than is permitted in the print version. Where there is no print counterpart, it is through using the online tool that we open up access to material in the library's collection.

Online resources will continue to grow in number and provide more specific, current and faster access to the library's collection. This next year the entire staff must develop a working knowledge of when an online tool is appropriate, available bases, thesaurus/index construction, and search strategy development. CRD CARS members will take the lead in departmental continuing education, along with the CARS Education and Training Committee. Staff will also be encouraged to observe searches being conducted and to work with CRD CARS members in practice sessions. CRD CARS members will continue to keep the entire CRD staff current regarding online developments.

Z Classification: Over 1/3 of the CRD collection is represented by the Z classification. Lack of in-depth knowledge of Z class material as well as of Z equivalents to the A-P classes has resulted in uneven use of CRD bibliographic material. To increase knowledge of the material classed in Z, the entire staff will begin each weekly departmental meeting in a section of the CRD Z classification. The Subject Representative for each successive section will review the titles present, comparing them with A-P material as appropriate. Additionally, each member of CRD will receive a copy of the A-P and Z equivalents list which has been developed by Lois Olsrud. This 8 page list should aid considerably in determining the Z counterpart to an A-P classed subject.

IV. FUTURE PLANS;

1. Develop proficiency among the entire CRD staff in the use of OCLC and GEAC as reference and public service tools;
2. Develop a working knowledge of online bibliographic searching among the entire CRD staff;
3. Contract for the RLIN search mode and become proficient in its use as a reference and public service tool;
4. Continue R&R of CRD materials from the previous three reference departments to the single CRD location;
5. Finish and fully implement the CRD collection development and retention policy;
6. Increase staff knowledge of the Z classification per se and its equivalents in the A-P classifications.

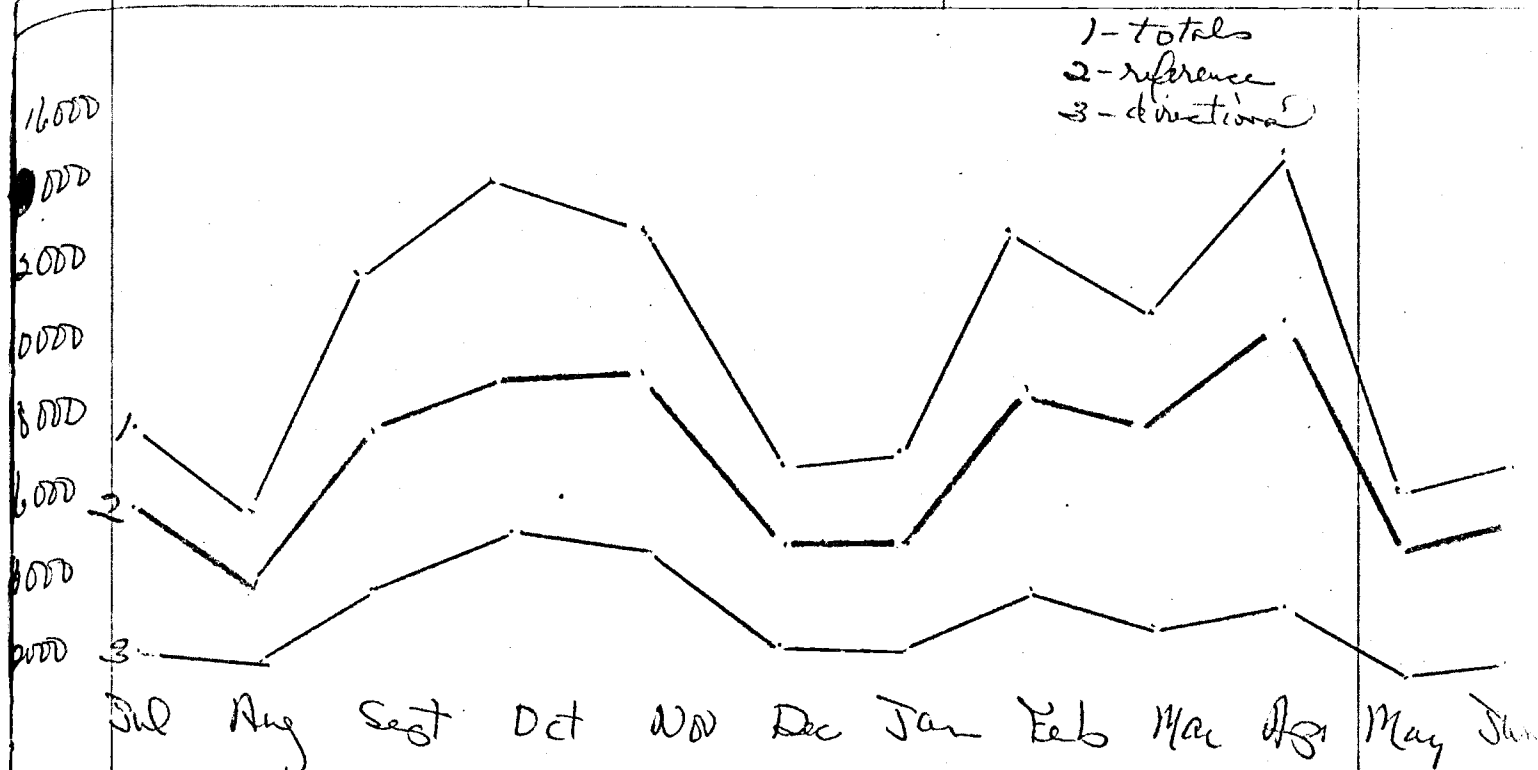
GOAL: to provide service which most effectively and efficiently resolves our users' needs.

Selected List of Online Search Topics

Citizen participation in computer conferencing
Distillation manufacturing processes of ethanol
Do atmospheric conditions or changes in the barometric pressure affect the behavior of school children?
Author credibility by status and gender
Allocation of funds by charitable organizations
Speech and hearing handicaps of the American Indian, search of the literature
Social competencies of adults
Four day work week
Student participation on boards of education and other boards of governance
Legal abuse of drugs and alcohol in aged
Automation of purchasing departments
Group counseling programs for Spanish speaking prisoners and offenders
Recidivism of female inmates
Social insurance in West Germany
Attrition studies in higher education which are connected to teacher quality or counseling services
Training alcoholism counselors for Indian reservation work
Cost factors of commercial airline funds
Studies of accidents and injury rates relating to playground equipment
Internship programs for training of administrators
Barge or railroad transportation of coke and coal
Indian attitudes and superstitions relating to individuals with handicaps
Biofeedback with Reynaud's disease
Shoplifting in discount/department stores
Communications training with premarital couples
Restaurant management
Social work curricula in Latin America
Liquidation and reorganization of subsidiaries
Corporate law in the United Kingdom
Employee theft
Windfall profits and oil companies
Effects of wage/price controls on executives
Banking in Brazil
Consumer behavior in bars and restaurants
Costs and sales of digital recordings

Selected List of Bibliographies

How to use ERIC
ERIC exercise sheet
Business and economic forecasting
Business, economics, and public administration online literature searches
A selective bibliography of library sources for museology
Short story: critical sources
Selected guide to the literature of social work
Grant money and how to get it
Financial analysis and ratio analysis: corporate/industry sources
Drama: critical sources
Library sources for the study of indian cultures of Mexico: a partial list
Finding materials in drug rehabilitation
Developing the language arts curriculum
Job searching: library sources and techniques
20th century: sources of literary criticism
A selection of library resources for research in the history of Latin
America
A selection of basic tools for historical research (revised)
Library research guide for business and career education
Justice and rights
Online services; education
Marketing: an annotated bibliography
Sources for grants, awards, prizes for writers
The U.S. presidency
How to use the Mental Measurements Yearbook
Sources of company and corporation information
Index to graduate programs' directories in CRD



	directional	reference	total
July	1945	5404	7369
Aug	1807	3474	5301
Sept	3821	7417	11,238
Oct	4936	8414	13,350
Nov	4048	8715	12,963
Dec	1883	4310	6193
Jan	1860	4579	6439
Feb	3873	8484	12,327
*Mar	2723	7273	10,006
Apr	3296	10,122	13,418
May	1360	4244	5604
June	1797	4853	6350
TOTALS	33,249	77,309	110,558



THE UNIVERSITY OF ARIZONA

TUCSON, ARIZONA 85721

UNIVERSITY LIBRARY

Interlibrary Loan Office

ANNUAL REPORT OF THE
INTERLIBRARY LOAN OFFICE
TO THE HEAD OF THE CENTRAL REFERENCE
DEPARTMENT
FOR THE FISCAL YEAR
1979-80

I. SUMMARY

As an understatement, the 1979-80 fiscal year has been a very interesting one for the Interlibrary Loan Office. We have been exposed to numerous changes, some of them were our doings, many from external sources. Basically, it has been good for the Office, forcing the development of ideas and systems which never would have otherwise materialized.

We had set as our year's goal to be committed to developing a system of quality in handling our workflow. What we wanted was a flexible system that could absorb seasonal increases in work load, while still responding to certain priorities. To accomplish that, we decided to de-emphasize quantity, so as to eliminate the natural attempt to finish all the work available. We established a list of priority sources, libraries who were generous in lending to us, and libraries who we were committed to by some form of agreement, and made sure their requests to us were filled. They in turn returned the generosity. We seem to be successful in systemizing the Office, barring staff shortages. All the important work gets done, and we accomplish our primary mission of obtaining material for our library's patrons.

Technologically, we are in very good shape. We have access to most of the available tools to ply our trade of inter-institutional information handling and the expertise to handle them. We hope to obtain access to RLIN for its sophisticated searching technique. We are disappointed with OCLC because of its time-expensive lending procedure in the ILL sub-system. We have found that restrictive policies do not hinder other libraries from sending requests to us, -- and so on. We have found that the better you are at your work, the more work you have to do.

It has been an exciting, but sometimes tiring year. The changes that are taking place within this field force one to be constantly on the alert. We have a lot to look forward to in the next year, but then, so did we last year. With a little help from our friends, we will get by.

II. MAJOR STRENGTHS

The flexibility and group dynamics of the Office continues to be its greatest strength. In an office where change is the rule, the staff has consistently met the challenge.

Another strength that means much to the Office is the good, close contact that we enjoy with our parent department, Central Reference. The ability to communicate with our department head is of considerable help to the operations of this office.

In the past fiscal year, the Office has been able to hire Student Assistants whose energy and reliability enables us to keep pace with the physical demands of information networking.

III. MAJOR LIMITATIONS

There were two major concerns which faced the Office over the last year. The first was the inability to compete in the job market for reliable help during the academic breaks. Our student assistants worked outside the University rather than accepting the low pay scale we had to offer. The complex nature of our work results in high hiring standards, and the best students were not found until well into the second semester. There were times when the Office was in dire need of additional typing support, and paging/filing assistance. Funds were available, but again the maximum hour limit and the pay scale for students made hiring qualified help very difficult. The Office Supervisor spent more time paging books than administering the Office.

We hope that the new change in the number of hours that a student can work will help alleviate this problem. If allowed to work more hours per week, good student assistants may forego higher salaries for the convenience of working on campus with a challenging job.

The second problem was our dependence on other departments for assistance in completing our daily workflow. Our growth in requests had a direct adverse effect on the Photocopy Office and Shipping/Receiving Section. Neither area could keep up with our workload during our peak borrowing and lending periods. This was most apparent in April when both areas, --being busy at this time already--, gave all Interlibrary Loan material a low priority. Frequent inquiries were received from borrowing libraries wanting reports on the status of their requests.

We are hoping for a change in the next fiscal year in reference to this problem. Photocopy is discussing placing a night clerk in the Science-Engineering Library to finish backlogs. The Office probably will expend some of its student assistant money on an individual to assist in wrapping and mailing packages in the Shipping/Receiving Section.

IV. FUTURE PLANS

Future planning seems out of our hands. The rapid movement towards networking and association membership makes planning at the Office level very difficult. The recent formation of the CARLA libraries group and the pending AMIGOS interlibrary loan agreement will change the Office in ways that we can not foresee. Work flows will change and work loads are assumed to be on the increase.

The possibility of a centralized state library network could work to our advantage, if it streamlines the current CHAIN system.

The possibility of the Reference Departments obtaining dial-up access to RLIN would be a great assistance in verifying and obtaining difficult items due to its sophisticated search techniques.

In the near future, the Office will have its own GEAC circulation terminal which will speed the flow of circulating materials. This automated system should simplify the searching and organization of the library collection and our use of it.

As stated before, it is very difficult to make future plans in the Interlibrary Loan Office. While there is a need to keep current on new developments in interlibrary loan systems, networking, and resource sharing; it is even more important to maintain control over the library's involvements. Each new development should be carefully analysed, not just to the benefits of association, but also to the causal effects on the supporting elements, Photocopying and Shipping/Receiving. What we can not afford is to overtax the procedural system, or its ability to absorb change. A quality operation will always out-shine a quantity orientated one.

V. STATISTICS

The Interlibrary Loan Office had an overall increase in its total business for the fiscal year 1979-80 of 15%. The Borrowing Desk decreased at a rate of 6%. The Lending Desk increased 19%.

BORROWING

Books and Microfilm	1733
Photocopy received	<u>1047</u>
Total filled requests	2781
Total Unfilled requests	<u>570</u>
Total requests sent	3350

LENDING

Books and Microfilm	5685
Photocopy	<u>4247</u>
Total filled requests	9932
Total unfilled requests	<u>8550</u>
Total requests received	18482

Total number of requests processed	21832
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ANNUAL REPORT
OF THE HEAD DOCUMENTS LIBRARIAN
TO THE
ASSISTANT LIBRARIAN FOR PUBLIC SERVICES
FOR THE 1979 - 1980 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

Submitted by:

Cynthia Bower
Head-Documents Department

SUMMARY

Last year comprised a period of intense activity for the Government Documents Department. Staff efforts were concentrated primarily on accommodating significant increases in acquisitions and in most areas of public service: comparison of statistics for the last two years reveals a 22% increase in total departmental acquisitions, and a 17% increase in both documents-related reference assistance and circulation activity during 1979-80. These increases were recorded in spite of a three-hour reduction in Sunday desk coverage and suspension of all public service functions during the nine days required for barcoding the library's main collection last March.

Beyond responding to increased demands for reference and loan services, members of the documents staff conducted numerous departmental orientation tours and lectures, and assisted in the organization and presentation of an all-day workshop on federal documents sponsored by the Arizona Chapter of Special Libraries Association last February. Our extensive exchange lists and Documents Despatch continue to appear at regular intervals, and work on an extremely useful cross-reference file correlating National Archives and UA Library microfilm numbers was finished early in the spring semester. Efforts to complete a visible index to the department's active periodical titles, and to compile a index to report, accession, and SuDoc numbers for publications of the Environmental Protection Agency are currently underway.

Significant progress toward solving many of the library's problems in handling international documents has also been made. With the aid of a second library intern and access to the OCIC terminal located in the Interlibrary Loan Section, Robert Mitchell has been able to process the bulk of the international serials backlog, and has begun drafting a set of alternatives for improving patron access to the library's various international documents collections.

Although several stack shifts were completed during the course of the year, particularly volatile growth in certain areas of the collection and a shortage of space in which to expand have made routine stack maintenance increasingly difficult. Increased student hours during April, May, and June did permit weeding of a large number of duplicates and restoration of the chaotic documents folio and poster collections to order, however.

The department's extensive microfiche holdings have continued to expand. Last fall the department was designated as a repository for SCAN (Service Center for Aging Information) publications in microfiche by the National Clearinghouse on Aging, and received an initial installment of some 3,100 titles. Major purchased sets include Congressional hearings issued from the 76th to 80th Congresses (1938-1950), and non-decennial census materials published from 1820 through 1945. Several important documents reference works have also been acquired. CIS's Serial Set Index is now complete, and the staff is finding both CIS's new Statistical Reference Index and the cumulative microfiche indexes to Government Reports Announcements extremely helpful.

MAJOR STRENGTHS

The principal strengths of the Government Documents Department reside in the depth of its federal documents collection, which is rapidly approaching totals of 850,000 printed items and 500,000 microfiche, and in the knowledge and expertise of its staff, whose seven permanent members have by now accumulated 46 years of combined experience in documents work. Other significant strengths include its excellent physical facilities, highly visible and accessible location, and its exhaustive collection of reference works pertaining to Congressional and statistical publications.

MAJOR LIMITATIONS

Provision of limited bibliographic access to recently acquired federal publications, and of similarly restricted assistance in identifying and locating documents of international organizations for library patrons remain fundamental weaknesses of the department. Potential solutions to problems in both of these areas have been under consideration for some time, however, and specific improvements involving departmental access to bibliographic records for federal and international documents in the OCLC database have been proposed in recent months. Proposals for further improvements involving extensive cooperation between the Government Documents, Central Reference, Serials, and Catalog Departments are forthcoming and will hopefully be implemented over the next one to three years.

The department's federal documents collection has grown much more rapidly than was anticipated at the time the present stack area was planned, and the resulting shortage of shelf space is becoming increasingly acute. Short-term growth can be accommodated by the addition of new shelving and by replacement of certain printed materials with microfiche, but the fundamental question of whether to relocate the entire department will need to be addressed within the coming months.

Limitations inherent in the department's manual circulation system are also becoming painfully apparent. Comparison of figures gathered over the last two years reveals a 17% increase in the number of items loaned during 1979-80, and a disappointing overdue notification rate of 26% of volumes borrowed. Departmental resources available to handle all of the laborious manual procedures involved in monitoring the return of circulating materials are already strained, and further increases in loan activity, while highly desirable per se, will be extremely difficult to accommodate. An investigation of the possibilities for adapting the recently installed GEAC circulation system to departmental use--not only to handle document loan transactions, but to provide online access to recently acquired monographs as well--will therefore occupy much of my time next year.

FUTURE PLANS

Future departmental goals and plans remain essentially the same as those stated in last year's annual report: implementation of the improvements in operations and services currently under consideration, completion of the documents periodical titles and holdings file, and compilation of an updated departmental policy and procedures manual. As indicated above, a great deal of attention will be devoted to the problem of inadequate shelf space, and to the potential uses of the OCLC and GEAC automated systems in facilitating bibliographic control of, and patron access to and use of the department's rapidly expanding resources.

Although time and staffing limitations prevented the department from offering advisory services to selective depository libraries in southern Arizona during 1979-80, the anticipated addition of a full-time clerk to our staff within the next several weeks may at least enable me to correspond more regularly with other depository librarians, make occasional site visits, and respond to requests for informal consultation. The department also plans to cooperate with other public service departments within the library in organizing and presenting staff development workshops covering various interdisciplinary topics such as access to government-sponsored contract reports, types of information available from thematic maps, and sources of current data concerning Tucson, Arizona, and the Southwest.

Cynthia E. Bower

Cynthia E. Bower
Head Documents Librarian
July 7, 1980

APPENDIX

STATISTICAL SUPPLEMENT TO THE ANNUAL REPORT OF THE HEAD DOCUMENTS
LIBRARIAN FOR THE 1979-1980 YEAR

<u>public Services</u>	<u>1978/79</u>	<u>1979/80</u>
Reference questions	11,423	13,436
Directional questions	5,608	3,786
Library Skills Program reference questions	696	690
Library Skills Program directional questions	596	687
Total questions	18,323	18,599
Circulation	6,315	7,426
<u>Technical Services</u>		
Printed items received:		
Depository	31,053	27,900
Non-depository	7,229	15,338
Total	38,282	43,238
Items withdrawn	n/a	9,265
Items routed to other locations	n/a	4,377
Total estimated printed documents	795,322	824,978
Microforms received:		
Depository microfiche	13,475	17,548
Non-depository microfiche	66,904	68,008
Microfilm reels	255*	677
Total estimated microforms:		
Microfiche	378,904	464,460
Microfilm (reels)	5,575	6,252
Microcards	17,600	0**
Items bound	917	1,194

*estimate

**the department's partial collection of serial set volumes in microcard format was given to Central Arizona College in March of 1980.

ANNUAL REPORT
OF THE
HEAD LIBRARY SCIENCE LIBRARIAN
TO THE
ASSISTANT LIBRARIAN FOR PUBLIC SERVICES
FOR THE
1979 - 1980 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

Submitted by:

Cecil Wellborn
Head-Library Science Collection

SUMMARY

The level of acquisitions for the Collection has showed a marked increase this year through additional budget support. This support has made it possible to begin to strengthen the library holdings in Library Automation and Information Storage and Retrieval.

Through a generous gift to the Graduate Library School from the Friends of the Library in Green Valley, an OCLC terminal was purchased and placed in the Cataloging Laboratory to assist in the training of our students in the advanced cataloging classes. A digital decwriter and two CRT screens that were housed in the College of Education building were placed in the Cataloging Laboratory. This equipment permitted the use of the laboratory for the teaching of classes in Library Automation and Information Storage and Retrieval in the Library and it gave the students access to the equipment for practice.

Kathleen Rader and I did a complete inventory of the collection during the winter recess. The results of this inventory was coordinated with Tom Owens of the Loan Department and should result in the most accurate record of the holdings of the Library Science Collection since the move to the present location in 1974. Twice during the year it became necessary to make major shifts in the collection to allow space for growth.

This is the first year of the directorship of Dr. Ellen O. Altman and I have found her a most supportive administrator. Dr. Robert Berk and Dr. Allan Pratt also joined the Graduate Library School faculty this year.

There has been a slight decrease in enrollment in the School over the past year, but until the beginning of the First Summer Session 1980, this has not had any effect on the use of the Collection. This was the last year for funding of the Graduate Library Institute for Spanish-Speaking Americans and this might well result in a decrease in the use of the Collection in the future.

I wish to commend the support staff in the Collection for the excellent work done during the past year, especially Kathleen R. Rader, the career staff member and Suad M. Muhammad a student assistant. They have both shown the highest level of cooperation and work production.

MAJOR STRENGTHS

The uniqueness of the location in the Graduate Library School of the Collection permits the students access to a professional collection of support materials that enhances their preparation as future librarians. The location of the collection also allows the faculty more immediate contact with the books for which they prepare assignments and research.

I personally consider the opportunity that I have to work with the faculty and consult and encourage the students to be one of the strengths of having the Collection within the School.

MAJOR LIMITATIONS

The only limitation that the Collection faces is that of space. There seems to be no more than three years growth left within the library.

FUTURE PLANS

The space problem will determine the future of the Collection as a separate entity. I would recommend that the Library Administration either negotiate with the Library School Director for the space that is now the lounge, or seriously consider beginning to retire back runs of serial titles to the Main Library and rely upon microforms to replace them.

APPENDIX

HOLDINGS	1978/79	1979/80
Monographs	9387	10,022
Periodicals	341	347
Non-book		
Cassettes	49	67
Kits	1	1
Microfiche	1103	1108
Microfilm	215	221
CIRCULATION		
Home Use	9673	4956
Reserves	11961	10,639

Carol W. Helbo

ANNUAL REPORT OF THE
HEAD MAP LIBRARIAN
TO THE
ASSISTANT LIBRARIAN FOR PUBLIC SERVICES
FOR THE 1979 - 1980 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

Submitted by:

Mary Blakeley
Head-Map Collection

SUMMARY

Traditionally, members of the faculty have given their classes map assignments during the fall semester, but this year their students appeared at our desk on the first day of classes with their assignment sheets in hand. Although this was an unexpected turn of events, it was for the staff the beginning of a busy year. Our statistics indicate that the use of cartographic materials has doubled over previous years. At times staff members were hard pressed to answer reference questions, to provide service at our manually operated loan desk, to locate maps in the stack, and to respond to telephone requests simultaneously. It is to the credit of a dedicated staff that the department was able to fulfill the many requests that were received from the University community and from map users across the country.

Throughout the year staff members selected, processed and cataloged the new cartographic materials that were acquired to enable the department to support the instructional and research programs of the University. The reference section was strengthened by the addition of new atlases, gazetteers, serials and a number of titles were added to the cartographic section. A subscription was placed with the Pan American Institute of Geography and History for their "Unified Hemispheric Map", which will be published in two thousand seven hundred and twenty nine sheets. The Library also purchased thematic flat maps covering the world, many gifts were received, and the federal government continued to provide depository sendings. To update the collection's city maps, Christine Ziegler wrote to selective municipal governments around the world, and as a result about nine hundred new city maps were generously donated to the Library in response to her requests.

The operational procedures of maintaining the map stack, repairing damaged maps, as well as the work involved in keeping the card catalog up to date were activities that required much staff time. Even so, staff members found the time for special projects, one of which was A Guide for Purchasing Maps of Arizona, that was compiled and designed by Christine Ziegler. Map users in many parts of this country and some from Canada have requested copies of her guide.

Staff members also participated in library activities, attended workshops and professional meetings, helped with the barcoding project, contributed to professional journals and prepared departmental publications. Linda Cottrell served as president of the Arizona Chapter, Special Libraries Association, and was in charge of the local arrangements for the Map Cataloging Workshop, which was sponsored by the Western Association of Map Libraries. The meetings were held in the Multipurpose Room of the University Library, and were attended by map librarians from this country, Canada and Mexico.

MAJOR STRENGTHS

Although the Map Collection is one of the Library's smaller departments, our staff of four served a large clientele this year. In addition to assisting the University community map users, requests for information were received from around the country, and a number of visitors from Europe, Africa, Australia and South America also used the resources of the collection. For a map librarian it was a special pleasure to assist a cartographer from the Institut Geographique National. His interest was in comparing the maps that are produced by the official mapping agencies of this country with those produced in France. Another visitor, the Senior Regional Advisor of the United Nations Economic Commission for Africa, used the department's reference material in connection with his research relating to the history of cartography in the Middle East. The staff also received reference questions by telephone from the African American Institute in Washington, D. C., the Texas Resources Information System in Austin, Texas, the Golder Associates Consulting Mining and Geotechnical Engineers of Seattle, Washington, and Dames and Moore, a Golden, Colorado firm.

Maps from the collection were used in China by a member of the Arid Lands Studies Office, the U. S. Bureau of Land Management borrowed several Texas maps to use in Texas during a conference, and most of the department's geologic and mineral resource maps of the Sinai Peninsula were taken to Seattle by a Golder Associates geologist for the purpose of planning a minerals survey for the government of the Arab Republic of Egypt. Twice the Defense Mapping Agency Hydrographic/Topographic Center in Washington, D. C. borrowed maps of our southwestern desert.

The department's UA Map News Monthly continues to be distributed nationally and to map users in Europe, Africa, Australia, Canada and Mexico. References to our acquisitions lists appeared in the European publication, Bibliographia Cartographica, and in the Western Association of Map Libraries Information Bulletin. Elaine Moore assumed the responsibility for this publication in July, and since then, she has received many letters of commendation from her readers.

Throughout the year, members of the teaching faculty used cartographic materials for their own research purposes. They also made frequent class assignments, and for the first time students in the System and Industrial Engineering and the Natural Resources Recreation classes were given assignments to be completed in this department. Orientation sessions and tours were conducted by Elaine Moore, and at the request of a College of Education faculty member, she lectured to the Elementary Education 327 class on map projections.

MAJOR LIMITATIONS

Since moving into the new Library, the department's holdings have grown at a faster rate than was anticipated when the building plans were made for this area. Although the Library is fortunate in this regard, the department is faced with the problem of having a sufficient amount of storage space to sustain the present rate of growth.

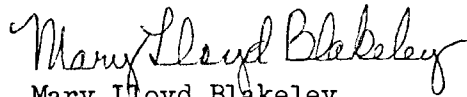
During the next few years it will still be possible to crowd five additional planfiles into the map stack, but this may need to be accomplished at the expense of eliminating one or more reading tables. One solution that may warrant future consideration is the utilization of storage space in another part of the Library.

FUTURE PLANS

In the interest of developing better community relations, the staff will initiate a closer working relationship with librarians in the Tucson area, who receive requests from their patrons for information about cartographic materials. Letters will be sent to both special and public libraries inviting reference librarians and other interested staff members to visit the Map Collection. Small group meetings will be arranged for the purpose of beginning information exchanges.

To increase public awareness of the educational and instructional services of the department, staff members will post map information fliers in the departments of the University for which the Map Collection can provide useful materials relating to their curricula. Class lectures, orientation sessions, and departmental publications will also be made available.

Emphasis will be placed on methods of protecting the department's early maps and atlases. The polyester film encapsulation project will be continued and consideration will be given to microfilming a selected number of the collection's valuable maps.


Mary Lloyd Blakeley
Head Map Librarian

APPENDIX

ACQUISITIONS STATISTICS

Additions, Fiscal Year 1979/1980

Aerial Photographs	52
Books & Serials	309
Globes	0
Sheet Maps	7612

Withdrawals, Fiscal Year 1979/1980

Books & Serials	1
Globes	1
Sheet Maps	11

Total Holdings of the Map Collection

Aerial Photographs	16,326
Books & Serials	3,818
Globes	11
Sheet Maps	143,341
Microfiche	23
		<hr/>
		163,519

PUBLIC SERVICES STATISTICS

Circulation

Home Use	11,766
Library Use	30,602

Reference Questions

Inquiries Answered	6,455
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MEDIA CENTER

UNIVERSITY OF ARIZONA LIBRARY

Annual Report of the
Head Media Center Librarian
to the Assistant University Librarian
for Public Services
1979-1980

Submitted by

A handwritten signature in cursive script, reading "Bonnie L. Woollet". The signature is written in black ink and is positioned above a horizontal line.

Bonnie L. Woollet

SUMMARY

On a scale of one to ten, 1979-80 was a ten-point year for the Media Center. Despite limitations which were keenly felt and will be subsequently presented, the Media Center is proud to report increases in nearly every activity by which it measures its service and work.

Risking the redundancy of the word, more, these never-the-less are the facts:

The Media Center is responsible for more materials in each of its collections: more K-12 textbooks were acquired, processed, and cataloged than during the previous four year period; nearly 20% more non-print titles were ordered and above 30% more titles cataloged for the department than the previous year; and faculty requests for the juvenile collection increased by more than 55%.

Circulation increased: a 10% increase in the number of media titles circulated was recorded; 200 more requests for using the Center's rooms were granted; and over 500 more hours of videotape materials and equipment were used. The significant impact in circulation is the number of pieces which circulated and had to be accounted for by staff. With a collection of some 62,000 pieces but a circulation of over 130,000 pieces, maintenance of the collection is becoming more and more important as the collection grows.

More staff time was used for training and in-service activities: six student assistants were trained as compared to two the previous year; the Center sponsored an intern from the College of Education; three career staff positions were filled and the persons trained for their new jobs; and over the course of the year, each of the three senior Center staff members participated in at least three in-service training workshops.

It is increasingly evident that as the collections grow, more staff time is used for technical services efforts: more orders are placed, more filing is necessary, more processing must be done. These were all true in 1979-80.

But a summary of the year would be incomplete if only these measurements are cited. What is equally true is that the Center's "production" rates are only a reflection of the value the Center's personnel places on work and service. The crux of this ten-point year is not success measured in amounts, but the satisfaction of people working together positively toward a job well done.

STRENGTHS

Four factors should be cited as contributing to this year's success.

Again the staff must be recognized and commended as a major departmental strength. Given a shrinking amount of available student assistant hours due to wage increases, a growing demand for materials, and a normal amount of chaos, the Center's staff stretched themselves to the limit to do all that needed to be done.

Serious efforts were made to upgrade the K-12 textbook collection. The elementary collection was greatly improved due to two large gifts of science and mathematics materials and to specific purchases in reading, health, and social studies texts. By September 1980 all Arizona recommended texts in these curricular areas will be available. Plans are to purchase for grades 9-12 in 1980-81.

In April a user survey was conducted. The decision to use the data as a pretest to a follow-up survey in 1980-81 makes the findings incomplete. The initial information, however, indicates several things of import: over half of the users are undergraduates, but nearly 20% are graduates; users were identified from twenty-four departments in the university; over 65% of the use was for personal study or completion of a course assignment; and a strong service point (40% of use) is audio playback.

Perhaps the greatest aid the department's work was the rearrangement of the Center's stacks and office work stations done in January. The plan has permitted greater accessibility to the staff by Center users, a more functional design for internal job performance, and a limited growth potential for expanding the Center's stack area.

LIMITATIONS

The last item above is a major concern. At the current rate of acquisition and cataloging, all available shelf space for media will be in use by 1981-82. The new arrangement allows for adding sections to the current shelving configuration. If necessary, by crowding work stations additional shelves could be placed adjacent to the present arrangement. These two steps would allow an additional three to four year growth area. But in five years the space needs for the collection will be very acute.

A second concern is the shrinking number of student assistant hours per week as related to the increase in circulation activity. Tasks such as analyzing the non-print collection, forming a department "mission" statement, writing a collection development policy, are tasks which have been set aside in order to meet the demand for charging material in and out. The decrease in reference service may also be attributed to the inability to staff both the reference desk and the circulation desk adequately and simultaneously.

The major concern, however, has been the growing number of equipment breakdowns, especially for video use. The life expectancy of the video playback decks purchased in 1976 has been reached as indicated by a 1000% increase in repair orders submitted this year over last year. The probability that the decks will fail is simply too great for users who schedule the units. Replacement of these units is an essential first need, and the growing demand for video playback service requires serious consideration for additional units for the department.

FUTURE PLANS

Plans are to complete the user survey begun in 1979-80, continue to upgrade the collections including the K-12 textbook collection, and to attempt to do some of the tasks that were "set aside" last year. The need to draft a "mission statement," analyze the non-print collection, and write a collection development policy are recognized as essential needs for defining the parameters of the department's work and service.

Long range plans are to explore the alternatives that will ease the inevitable space problems the Center faces, and to take steps to provide adequate shelving for the next five years.

Finally, with the advent of the GEAC on-line circulation system and its interface with O.C.L.C. for the university library system, the Media Center must in the next year determine the extent it will participate in the system and all the procedures necessary to do so.

APPENDIX

Statistical Summaries

1979 - 1980

- | | |
|------------|---|
| Section I | Media Center Acquisitions and Holdings |
| Section II | Comparative Summaries of Services 1978-1980 |

Section I

MEDIA CENTER ACQUISITIONS AND HOLDINGS

A. Holding Summaries 1976-1980

	1976	1977	1978	1979	1980
Media Pieces	11,213	27,131	34,364	48,973	61,885
Media Titles	2,000(est)	4,000(est)	4,733	5,139	5,720
Textbooks	9,942v.	10,134v.	10,272v.	10,307v.	10,752v.
Juvenile Collection	(statistics kept by Cataloging Dept) 14,400(est) 15,565(est)				

B. New Material ORDERS placed through Media Center 1978-1980

	Media Titles		All Book Titles		Total	
	[1978-79]	1979-80	[1978-79]	1979-80	[1978-79]	1979-80
Dept. Requests	[255]	395	[273]	308	[528]	703
Faculty Requests	[125]	52	[481]	752	[606]	804
Totals	[380]	447	[754]	1,060	[1,134]	1,507

C. 1979-80 Media Acquisitions by Subject (Non-print collection)

Classification Field	Titles	Percentage	
B-BJ Philosophy, Psychology	17	3.5	
BL-BX Religion	0		
C Sciences of History	5	20.0	
D History: General (Eastern)	25		
E-F History (Western)	53		
G Geography, Anthro., Recreation	17		
H Social Sciences	46	17.0	
J Political Science	12		
K Law	3		
L Education	24	20.0	
M Music	30		
N Fine Arts	71	23.0	
P-PA Class. Lang. & Literature	3		
PB-PH Modern European Language	12		
PJ-PM Lang. & Lit: Asia, Africa, etc.	1		
PN General Literature	13		
PQ Modern European Literature	3		
PR-PS English & American Literature	40		
PZ Juvenile Literature	40		
Q Science	41		8.3
R Medicine	13		2.5
S Agriculture	1	.2	
T Technology	14	2.8	
U-V Military Science	1	.2	
Z Bibliography. Library Science	12	2.5	
Totals	497	100.0	

D. 1979-80 Titles Cataloged (by format) for Non-print collection

Designator	'79 Holdings	Added	Withdrawn	Net	80 Holdings
Books	563	130	16	114	677
Filmstrips	2,322	162		162	2,484
Games	72	17		17	89
Printed Kits	83	20	7	13	96
Motion Pictures	234				234
Slides	230	91		91	321
Sound Recordings	1,198	162	9	153	1,351
Transparencies	54				54
Videotapes	23	28		28	51
Miscellaneous					
Art Print	39				39
Chart	95				95
Diorama	1				1
Flash Cards	13	1		1	14
Model	17	2		2	19
Picture	164				164
Realia	15				15
Teaching Device	16				16
Totals	5,139	613	32	581	5,720

E. 1979-80 Pieces Cataloged (by format) for Non-print collection

Designator	'79 Holdings	Added	Withdrawn	Net	'80 Holdings
Books					
Reference	765	109	16	93	858
Other	488	234	11	223	711
Filmstrips	3,164	408		408	3,572
Games	95	5		5	100
Printed Kits	16				16
Motion Pictures	302				302
Slides	29,091	10,865		10,865	39,956
Sound Recordings					
Phonodiscs	2,033	198	22	176	2,209
Audio cassette	1,748	668	1	667	2,415
Reel-to-reel	688	1		1	689
Transparencies	704	34		34	738
Videotapes	26	46		46	72
Miscellaneous					
Art Print	361				361
Chart	875	186		186	1,061
Flash cards	1,663	235		235	1,898
Model	19	2		2	21
Realia	156		29	-29	127
Picture	6,657				6,657
Other	122				122
Totals	48,973	12,991	79	12,912	61,885

Section II

COMPARATIVE SUMMARIES OF SERVICES 1978-1980

A. Information Requests

	1978-79	1979-80
Reference Requests	3,372	2,115
Directional Requests	1,641	1,169
Total	5,013	3,284

B. Instructional Sessions

	1978-79	1979-80
Total Sessions	43	40
Total Students	925	737
Total Hours	36.5	32.0

C. Equipment and Room Use

	1978-79 [highest month]	1979-80 [highest month]
Equipment Requests	8,435 [Feb: 1,174]	5,759 [July: 884]
Room Requests		
Number of Requests	3,284 [Nov: 453]	3,496 [Oct: 524]
Total Hours Used	4,600.5 [Nov: 641]	7,518.75 [July: 689]
VTR Use (hours)		
1/2 inch	624 [April: 127]	520.25 [Oct: 96]
3/4 inch	1,996.5 [Nov: 298]	2,608.5 [July: 548]
Total	2,620.5 [Nov: 389.5]	3,128.75 [July: 552.5]

D. Circulation

	1978-79 [highest month]	1979-80 [highest month]
Titles		
Building use	4,732 [April: 599]	6,015 [Oct: 852]
Home use	4,664 [Feb: 781]	4,442 [Oct: 684]
Total	9,396 [Feb: 1,303]	10,457 [Oct: 1536]
Total Pieces	124,870 [Nov: 19,770]	148,210 [May: 26,472]

ANNUAL REPORT OF THE
ACTING HEAD OF THE MUSIC COLLECTION
TO THE
UNIVERSITY LIBRARIAN
FOR THE 1979 - 1980 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

Submitted by:

Charles King
Acting Head-Music Collection

1. SUMMARY

This has been a year of transition and of actual realization of plans and projects initiated during the previous year or earlier. After more than 20 years of service, Head Music Librarian, Elsie Phillips, retired in January of 1980. Recognition for her outstanding achievement came with the award of Librarian of the Year from the Arizona State Library Association.

Following Miss Phillips' retirement Charles King was appointed Acting Head Music Librarian while a search committee, formed in the Fall of 1979, initiated a search for a replacement. The Music Library staff, as well as a committee of music faculty members, took an active part in the final selection process and feel confident that the strongest candidate was selected in the appointment of Mr. Dorman Smith who will assume his new duties on July 1. During this period, the Music Library staff has been acutely aware of being without one full-time member over an extended period.

During the spring of 1980, a major project to provide relief from our chronic space problem was implemented with the installation of new stacks and wall-hung shelving in both the public and closed stack areas. This was made possible by the addition of an adjacent room provided by the generous cooperation of the School of Music.

In addition, an on-going project to upgrade the audio equipment in the listening room was also implemented with the installation of new listening equipment for five carrels. Three additional 60-drawer card catalog cabinets were installed to accommodate accelerated growth in the acquisition of new material.

The recent installation of new shelving in the closed stack area has made possible the realization of another long delayed project: The acquisition of the popular sheet music collection of Mr. Grant Hill, containing over 125,000 titles, with a value of over \$200,000 dollars. Mr. Hill's collection comes with a carefully prepared index which will permit the collection to be put into immediate use.

Another significant acquisition is a collection of over 1200 film sound track recordings from the estate of the late Mr. Jay Barton. This collection was delayed for a year in reaching us, but will be fully cataloged and ready for use in the fall semester.

1. SUMMARY (Continued)

Although there are serious unresolved problems that lie ahead, the addition of new stacks and other equipment, new leadership and the prospect of working again with a full staff all contribute to a rising optimism on the part of the staff that the year ahead will see the Music Collection moving ahead in terms of better library service to our users and an increased job satisfaction on the part of all concerned.

2. MAJOR STRENGTHS

The collection has been growing at an unprecedented rate during the past two years. This has enabled the library to provide a greater depth and comprehensiveness in the areas in which we collect than ever before. Indeed, the holdings of the Music Collection, combined with music material housed at the Main Library, seem to be keeping pace with the sophisticated and specialized requests of faculty and an enlarging graduate enrollment. Full implementation of the GEAC system will both enhance the usefulness of these collections and also reduce the necessary inconvenience to users working between both buildings.

The extraordinary gift of historical popular sheet music from Mr. Grant Hill, a long time supporter of the Music Collection, enriches the collection immeasurably and makes Arizona a major source of this type of material not only in the Southwest, but nationwide. It is anticipated that the many users who have sought out Mr. Hill in the past will now become patrons of the library.

Further evidence of strength in our collection is the increasing number of inter-library loan requests, particularly for material in the National Flute Association Collection. Two hundred sixty-three requests were supplied during 1979-80, an increase from 127 the previous year.

There is continued evidence of support from the musical community in the form of gifts large and small. Excluding the Grant Hill gift, the Music Collection received 1,012 gifts with an estimated value of \$ 4,600.00.

While frequently mentioned in these reports, this past year an outstanding rapport with students, faculty and administration of the College of Fine Arts must be reckoned a strength and major asset.

Staff Activities:

Miss Phillips - Awarded Librarian of the Year at the Annual A.S.L.A. convention.

Mr. King - Assumed post of Acting Head Music Librarian, January, 1980. Committees: L.S.A. Faculty Salary Study Committee.

Workshops and Conferences: Attended ASLA (Annual); Library sponsored: Interviewing Workshop; Affirmative Action Workshop.

Speaking: Graduate Library School, lecture to Special Libraries class on music libraries and materials, Feb. 14, 1980.

2. MAJOR STRENGTHS (Continued)

Mrs. Galaty - Committee: Closing the Catalog.

Mrs. Frontain - Committees: Orientation Committee;
Selection Advisory Committee; President, Library
Staff Association, 1979-80.

Workshops: Interviewing; Affirmative Action.

3. OUTSTANDING RECOGNITIONS

LIBRARIAN OF THE YEAR

Elsie A. Phillips, Head Music Librarian, was nominated and ultimately selected for the award of Librarian of the Year by the Arizona State Library Association at its annual convention held in Phoenix on September 20, 1979. Elsie Phillips is the first Music Librarian to have received this prestigious award.

Miss Phillips was recognized for her pioneering work in organizing both the Music and Anthropology libraries at the University of Arizona and for being one of the prime movers in the organization of the Special Libraries Division of the Arizona State Library Association.

Many letters commending her outstanding achievement were received from colleagues past and present. This award represents an unusual honor for the University, the Library and for the Music Collection, in particular, to be able to share with her.

4. MAJOR LIMITATIONS

Space:

Despite the acquisition of room 152 from the School of Music and the installation of new stacks and wall-hung shelving, the need to continue to seek an adequate facility to permit normal growth and efficient service remains a first priority. Although our holdings are larger and more comprehensive than ever before, we must also recognize that there have been losses. Each adjustment to growth has resulted in reduced seating space for students, and the loss of space to accommodate music journals is keenly felt by our regular users.

Clearly we have bought some time and greatly improved our ability to function properly, but it is urgent that efforts be renewed to find larger quarters for the Music Collection. It is painfully obvious that this present remedy of additional stacks and some reorganization of the work areas cannot be repeated a few short years ahead. The Music Collection is approaching maximum capacity at an accelerated rate.

Security:

There has been a growing concern in recent years in the lack of adequate protection for the materials in the Music Collection, and the considerable evidence of material which simply by-passes the charging process. It is now felt that what is needed is not so much a foolproof system, but some visible evidence that some safeguards are being taken. This might be set into motion by initiating an inspection of bags at the charge desk. The recent placement of additional catalog cabinets now routes all traffic directly by the charge desk in a way that would make the inspection process more consistent by having no alternate route to exit from the room. This admittedly tedious and time consuming process could then be phased out with the full implementation of the GEAC circulation system.

Staffing:

Directly related to the proposal above is the need for the assurance of having an adequate and consistent number of student employees. The continued over-reliance on the work-study program has been argued in these reports in past years and requires no further explanation. This present year has demonstrated how midyear losses of work-study students for whatever reasons can overspend budgeted wage funds prematurely and create a serious understaffing problem if emergency funding is not available.

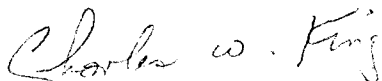
5. FUTURE PLANS

Planning for the immediate future will reflect an assessment of our needs as seen by the new Head Music Librarian who assumes his new duties with the beginning of the fiscal year.

It seems a reasonable certainty that new leadership will be concerned with the major problems, that is, finding adequate space for future growth, taking positive steps toward security against theft of the library's resources and stabilizing the wage/student employee problem. In addition, it is likely that under new leadership, both work procedures and job assignments will be reviewed in depth with the view of increasing efficiency and perhaps distributing the workload more equitably.

A new and exciting prospect for the Music Collection is the planning for full implementation of the GEAC system in the branches.

Respectfully submitted:



Charles W. King
Acting Head, Music Collection

MUSIC COLLECTION STATISTICAL REPORT
 July 1, 1979 - June 30, 1980

CIRCULATION STATISTICS

Building Use

Records	28,977
Tapes (included with records)	
Other	10,776

Home Use

Records and Tapes	10,714
Other	24,079

Total Circulation	74,546
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STOCK STATISTICS

	<u>Added</u>	<u>Withdrawn</u>	<u>Total Holdings</u>
Scores	4,533	1	40,919
Sheet Music*	459	4	22,804
Teaching Materials Collection		1178	3,965
Classroom Collection	6		1,147
Records	1,452	1	21,253
Tapes	0	0	407
Microcard	0	0	506
Pamphlets	0	0	844
	<u>6,450</u>	<u>1184</u>	<u>91,845</u>

REFERENCE SERVICE

7,884

*Grant Hill Collection (Song titles) 127,000. Physical count will be made in Fall of 1980.

ANNUAL REPORT OF THE
HEAD ORIENTAL STUDIES LIBRARIAN
TO THE UNIVERSITY LIBRARIAN
FOR THE 1979 - 1980 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

Submitted by:

Riaz Ahmad
Head-Oriental Studies Collection

SUMMARY

The major discernible feature of the year in review has been a smooth and continuous pace of healthy growth of very respectable resource collections, especially in the three major languages, Arabic, Chinese and Japanese. The areas represented by these languages have been assuming ever-more increasing importance for the U.S. The establishment of U.S. diplomatic relations with the Peoples Republic of China and the recent efforts to develop and expand economic and cultural relations between the two countries have opened up the possibilities of increased acquisitions of bibliographic materials from PRC. We hope to keep in the forefront of institutions acquiring these materials.

The possibilities of the development of a center for the study of Japanese linguistics at the University would require a more concerted effort on our part to offer more comprehensive subject coverage in that area.

An astounding growth, both in quantity and quality, has been taking place in the publishing industry in the Middle East. New publishing houses have sprung up in a host of countries and new journals and serials are starting publication. It places heavier responsibilities on our shoulders to keep abreast of developments and to be more selective of materials. We have been making every effort to develop an excellent Arabic collection.

The special acquisitions program under PL 480 has continued to contribute to the growth of our collections in Arabic, Urdu and Hindi. Last year we decided to reduce our acquisitions from India and Pakistan from the "comprehensive" to the "basic" levels in both Urdu and Hindi. The rest of the South Asian languages, except Punjabi, were dropped from our program. The demand was not sufficient to justify the handling, processing, and space costs.

An important accomplishment during the year was the compilation of collection development policy statements for all sections of the Collection. These statements are now being incorporated into a general acquisitions policy of the Collection, of which the first draft has already been completed.

MAJOR STRENGTHS

Collection Development: As is apparent from the summary, there has been a remarkable increase in the availability of materials in all major areas of the Collection. Consequently, it has become even more important for us to have written statements of our criteria of selection. We had started last year on writing collection development statements in all language sections. A lot of work has gone into producing these statements. Mrs. McWhorter solicited policy statements from many U.S. libraries and conducted a survey of Japanese faculty opinions. The collection development policy statements have been written after consultations with faculty in related language and subject areas. These statements will form parts of the general acquisitions policy statement of the Collection. The first draft of this document has been completed.

The continuous process of collection development itself has been carried on at an excellent pace and the comments from our patrons about the quality of our holdings have been both satisfying and encouraging.

Staffing: We have collections in a large number of languages, namely: Arabic, Chinese, Hindi, Japanese, Persian, Punjabi, Pushto, Turkish and Urdu. The desire to have adequate staff capable of handling even all these alphabets seems highly ambitious. Fortunately, we have such a staff.

One of the problems we had faced in the past was the inadequacy of our career staff help. Two qualified part-time assistants were devoting their full careers to half-time appointments. We are very thankful to know that their positions are being made full-time. This will enable the Oriental Studies librarians to assign more of their routine jobs to the career staff and devote increased attention to their professional activities.

A pleasant change last year was the hiring by the Catalog Department of the Near East Cataloger. We hope to see some decrease in the number of titles of backlog materials in Arabic, Persian and South Asian languages.

MAJOR LIMITATIONS

Physical Location: The housing of the Oriental Studies Collection on the 5th floor of the Science Library is a very serious limitation both in the development and use of the Collection. All the related materials in social sciences and humanities in English and other Western languages are in the Main Library. This separation hampers the research work of faculty and students and makes the work of the Oriental Studies Collection staff more difficult. To be more effective bibliographers and reference librarians, they need to keep informed of publishing and research activities in the Western languages also. Weekly visits for the book-look do not solve the basic problem.

A related matter is the fact that our librarians and staff, in spite of their linguistic and subject expertise, are not closely associated with the development of subject materials in Western languages. I believe they could be much more useful if coordinated responsibilities could be assigned in subject areas.

Classification Systems: One of the major conveniences of an open stack system is its ease for the users. Unfortunately, the use of two classification systems for Chinese and Japanese materials, Harvard Yenching up to June 30, 1976, and LC afterwards, creates many locations in these subject areas. Not taking into account the oversize materials, there are five shelving sequences in Chinese and four in Japanese. No ready solution for the problem is presently available. We have started on the projects to slowly diminish this problem by reclassifying some Japanese reference materials. We are also in the process of reclassifying some of the periodicals. It promises to be a slow and long process.

Processing Backlog: Another major limitation is the existence of a huge backlog in Middle Eastern and South Asian materials. The position is somewhat better in the Chinese and Japanese sections. The appointment of the new cataloger for Near East materials should slow the build-up of this backlog. But it will be a long time before a sizable reduction in the huge cumulation can be accomplished.

FUTURE PLANS

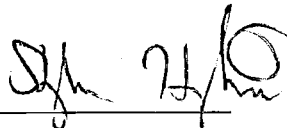
The present set-up of the Oriental Studies Collection is, to the best of my understanding, a result of historical accidents rather than planned development. Occasional momentary decisions to cope with the existing situations according to the alternatives most liked by the individuals involved had more role to play than any properly studied future plans. In retrospect, many of the alternatives chosen were not in the best long-range interest of the institution or its users.

The Collection is now at a stage of development where some of the basic questions should be reconsidered very seriously. The administrative and structural set-up, areas and languages to be covered, location, shelving and catalog arrangements, and areas of linguistic and bibliographic responsibilities should all be open for questioning and discussion. Opinions will always differ and alternatives will always be limited by many factors beyond our control, but it behooves us to study all possible alternatives carefully and then to formulate some clear and consistent future plans. I will continue to discuss with the administrative group the question of administrative reorganization and restructuring of the Collection within the library system.

Among the major projects of the year are the finalization of our collection development policy statement, compilation of the policy and procedures manual, reclassification of Japanese reference works and serials, and a study of the problems related with the circulation of our non-LC materials on the new circulation system.

It might sound redundant to add here that during the next year, we will continue all our bibliographic and public service activities, but these services will take up a very large proportion of our time.

THE ANNUAL REPORT
OF
THE ORIENTATION LIBRARIAN
TO
THE UNIVERSITY LIBRARIAN
FOR
1979-1980

A handwritten signature in black ink, appearing to read "Stephen Hopkins", written over a horizontal line.

Stephen Hopkins

for

Shelley Phipps

Summary

The Orientation Program of the University Library is now five years old. In the first year, 1975-76, a total of 162 sessions were given by librarians and staff to 3,997 students. In 1979-80, 302 sessions were held and 7,862 students received in-depth bibliographic instruction in subject-related materials. In addition, 124 sessions were given and 3300 students completed the Library Skills Program as part of the English 102/103 and 105 courses. This brings the total number of students reached to 11,162 and the number of sessions given by staff to 426. In numbers alone, the Orientation Program has grown by 270% in five years. Most important, however, is the fact that the quality, depth and effectiveness of the instruction has continually improved. Library faculty and staff from all areas of the library have participated in instructional activities, prepared bibliographic guides for students, and utilized A-V techniques in instructional sessions. The use of formal evaluation forms has insured relevance and effectiveness in accordance with student and faculty expectations. We have come a long way and all involved in the Program can be proud of our dedicated efforts to help students make the best use of our ever-expanding and -changing collections.

As in past years course-related instruction has increased: 14% more courses, 3% more sessions and 26% more students reached than in 1978-79 (see appended statistics). In addition, during Fall Orientation, hundreds of new graduate students and many new faculty were introduced to library research materials. The Library Skills Program achieved greater organizational efficiency and increased support from the English Composition faculty. Methods have been devised for cutting printing costs of the workbook and planning has begun for a 1981 revision. Another major achievement this year was the complete revision and expansion of the Guide to Chicano Resources in the University of Arizona Library by Iliana Sonntag, Ross McLachlan, and Shelley Phipps.

The addition of a full-time Assistant Orientation Librarian, albeit as a temporary position, has vastly improved the smooth functioning of the Library Skills Program administration and allowed the Orientation Librarian to assume increased responsibilities. Stephen Hopkins has done a superb job of running the program, creating a complete procedural manual, drafting plans for expanding the Library Skills Program into a credit-bearing course, and assisting in other instruction and training projects. His ability to assume full responsibility for the Library Skills Program has allowed me to coordinate New Library Staff Orientation, develop user education for the GEAC online circulation system, supervise the Library Science 400 course, and assist librarians in the development of new course related guides, A-V materials, and instructional assignments. For the first time since the Orientation Program's inception, planning has been orderly and the need for overtime work has been reduced. This has allowed time for research, publication, and activity in national professional organizations.

All in all, we have made great strides in five years. We have established a firm though still limited foundation for students' understanding and use of library resources which we believe has greatly enhanced the educational experience of students at the University of Arizona.

Strengths

As always the strength of the instructional program lies in the expertise, enthusiasm, and dedication to educational excellence that the library faculty and staff demonstrate in their daily contact with all users. Efficient organization of group sessions, reinforcement from faculty in helping students develop their research skills, and the support for supplies, equipment, and student staff make our one of the best and most complete university orientation programs in the country. We are able to offer a foundation through the Library Skills Program and to continue with flexible and concentrated course-related sessions, a two-credit full-semester Techniques course for seniors and graduate students, and individualized instruction for new graduate students and faculty.

As mentioned, the funding of a full-time position has allowed the new Assistant Orientation Librarian to increase the overall efficiency of the Skills Program as well as assist in other instructional projects. This year we have made significant cuts in the cost of printing the workbook and will utilize the money saved for expansion and test development without increasing the price of the book to students--this despite rising paper costs! A supplementary report on the Library Skills Program appears below.

New Staff Orientation had two enthusiastic chairpersons--Wayne Mullin and JoAnn Gomez--and a hard-working committee (Mona Frontain, Ann Johnson, Leslie Parr, Shelley Phipps, and Debbie Smith). Questionnaires determining departmental needs were sent out and audio-visual and PLATO materials were used to expand the content and flexibility of the new staff program.

The Orientation Advisory Committee (Edie Ferrell, Sylvia Geiger, Stephen Hopkins, Mirene Hazebrouck, Doug Jones, Robert Mitchell, Mary Dale Palsson, and Shelley Phipps), the GEAC User Education Committee (Stephen Hopkins, Rebecca Kellogg, Joanne Leonard, John McGorray, Wayne Mullin, Shelley Phipps, and John Pitcher), department heads, and volunteer tour guides from almost every department continue their support and enthusiasm for orientation activities; students continue to express appreciation and to remark on how helpful these sessions are in their educational programs.

Outstanding Recognitions

Shelley Phipps and Ruth Dickstein co-authored an article entitled "The Library Skills Program at the University of Arizona: Testing, Evaluation, and Critique" which appeared in The Journal of Academic Librarianship in September 1979.

In addition, Shelley Phipps has been asked to serve on the Editorial Board of the ALA/ACRL research publication College and Research Libraries and has been elected to the position of Vice-Chair/Chair-Elect of the ALA/ACRL Bibliographic Instruction Section.

Limitations

Although support for Program objectives continues and "temporary position" money is allocated to Orientation, the insecurity and unpredictability associated with this method of funding not only makes me nervous but also makes it difficult to reward the excellent work done by the person in that position and does not insure support for planned growth and increased effectiveness of the Library Skills Program. I am gratified to learn that funding this position will be the Library's first priority for new positions next year. With that position funded, and with the encouragement of the English Department and other faculty to pursue development of a credit course, I look forward to leaving this page almost blank in my next annual report!

Ever-increasing pressure on librarians' time continues to be a problem that may become critical this year as we begin to provide computer-assisted reference services. Every effort will be made to make the most efficient use of staff time in instructional activities so that those important services can offer increased access, in yet another way, to information in our collections and elsewhere. CARS, Orientation, Reference, Acquisitions, Processing, and Loan should all be thought of as integrated units to achieve the goal of making all relevant information and materials available to the user when it will have the maximum effect on one's intellectual development as well as on the progress of teaching and research at the University.

Future Plans

Expand number and improve quality of all sessions, add more orientation materials to new services, increase efficiency of time and use of available funds--all of these are included in next year's plans. Specifically, in the following areas we plan to:

Library Skills Program:

1. Expand and revise the workbook to include introductions to more library resources and services.
2. Set up procedures to allow transfer and other students not required to take English 102/103/105 to complete the workbook on an independent basis.
3. Pursue discussions for development of a credit-bearing course to insure that all students are adequately prepared to make use of all relevant library and information resources.

Library Science 400:

Continue to support and encourage senior and graduate student enrollment in this important course.

Course-related Instruction:

1. Continue to assist librarians in improving the number and quality of printed and audio-visual instructional aids.
2. Increase efforts to identify "target" courses that can reach students most efficiently at the most appropriate time in their introduction to a discipline.
3. Offer workshops that help librarians develop better support materials and utilize communication skills for large group instruction.
4. Incorporate information on computer-assisted reference searches and the use of GEAC in all appropriate presentations.

Faculty and Graduate Students:

1. Increase departmental contact and reach new graduate students on a small group basis in light of the Graduate College's termination of its general orientation program.
2. Conduct research up-date sessions for at least two faculty groups in Latin American Studies and Education. It is hoped that these will become models for future sessions.

Library Staff:

1. Expand the work of the New Staff Orientation Committee to offer complete orientation appropriate to the individual needs of all new staff.
2. Train the public service and all other library staff on the public access functions of GEAC, beginning with the new fiscal year. The GEAC User Education Committee hopes that full instruction will be completed by Fall semester.

Supplementary Report on the Library Skills Program

The Library Skills Program continued to fulfill its objectives in introducing the Library's facilities and the basic techniques of library research to a large number of Freshman Composition students; over 3300 students completed the Program this fiscal year, a number slightly greater than last year's. Its success as a method of teaching basic competencies is due much to the volunteer efforts of many in the Library, especially to the members of the Orientation Advisory Committee and to those individuals--Ruth Dickstein, Sylvia Geiger, Wendy Gottlieb, Mirene Hazebrouck, Stephen Hopkins, Dan Kaplan, CynThia Landeen, Ross McLachlan, Vicki Mills, Wayne Mullin, and Shelley Phipps--who gave a total of 124 introductory presentations to these students. Special mention must be made of the staff of the Media Center for their reliable assistance in these presentations.

The major weakness in the Program is a direct result of its size, breadth, and efficiency: student needs for individual library instruction are necessarily subordinated to the content of standardized presentations and workbook assignments. The development and implementation of a proficiency examination should strengthen the Program by identifying those students most in need of library instruction. Variant workbooks, keyed perhaps to major subject areas, can also help match content to need.

To these ends our primary goal is the development of a Library Skills Course and proficiency exam as part of the University's overall effort to upgrade undergraduate skills in mathematics and English. At the time of writing this course proposal is being discussed both in the Library and the English department. Such a credit course is seen as a logical extension of the Program's mission to open the Library's facilities to all students regardless of background or previous library experience.

SUMMARY

STATISTICS

1979 - 1980

ORIENTATION AND INSTRUCTION

SUMMER 1979 THROUGH SUMMER 1980

COURSE-RELATED LIBRARY INSTRUCTION SESSIONS

	<u>1978-1979</u>	<u>1979-1980</u>
Number of courses	99	113
Number of sessions	292	302
Number of students	6238	7862*

*Includes 700 students who received printed bibliographic guides but no instructional sessions

LIBRARY TOURS AND NON-COURSE RELATED INSTRUCTION SESSIONS

Elementary, Junior High and High Schools

Number of sessions	15	29
Number of students	342	672

Pima College Classes

Number of sessions	10	9
Number of students	199	113

Community °

Number of sessions	7	14
Number of students	169	149

University Orientation Tours

Number of sessions	39	49
Number of students.	800	1029

LIBRARY SKILLS PROGRAM

Number of Student Completing Program	3200	3303*
Presentation Sessions	119	124
Number of Workbooks Sold	3700	3457°

*Preliminary figure

°Excludes June 1980

COURSE RELATED INSTRUCTION TOURS
1979-1980

<u>Department</u>	<u>Course</u>	<u>Course Description</u>	<u>Number Students</u>	<u>Number Sessions</u>	<u>Library Instructor</u>
Accounting	320	*Federal Income Taxation	425	7	C. Hawbaker
Agriculture	121	*Agricultural Engineering Practices	6	1	C. Landeen
	509	Information Source for Ag. Science	44	3	S. Seide
Anthropology	454	Archaeology of South America	15	1	I. Sonntag
	442	*Processing of Museum Materials	32	1	V. Rice
Art	--	Graduate Student Tour	20	2	P. Barton
	230	*Foundation of Art Education	82	4	R. Gramer (3) R. Sanders
	633	*Issues and Recent Research in Art Ed.	11	1	R. Gramer
	141 241 441	All new students in photography classes	140	1	T. Pitts
	3381	The Teaching of Art	15	1	R. Swedenburg
Biology	105	*Organismic Biology	325	13	C. Landeen (1) D. Jones
Business	295E	*Honors	10	1	C. Hawbaker
Business and Career Ed.	473	*Professional Written Communication	25	1	C. Hawbaker
Chemical Eng.	199	*Individual Studies	18	2	D. Jones
Counseling, Guidance	601	Foundations of Guidance	20	1	E. Ferrell
Economics	553	*Business and Economic Forecasting	32	1	C. Hawbaker R. Mitchell
Education		Seminar on Alternative Ed.	25	1	R. Dickstein
Ed Found. and Admin.	603	*Intro. to Ed. Research	753	18	R. Dickstein(12) V. Rice (5) E. Ferrell (1)
Ed. Psych.	340	Statistics and Measurement	50	1	R. Dickstein

<u>Department</u>	<u>Course</u>	<u>Course Description</u>	<u>Number Students</u>	<u>Number Sessions</u>	<u>Library Instructor</u>
Elec. Eng.	101	*Intro to Electrical Engineering	330	10	D. Jones (5) J. McGorray (4) R. Alan (1)
Elem. Ed.	181	Elementary Ed. Health	124	5	R. Swedenburg
	322	Teaching Language Arts in the Elementary School	24	2	R. Swedenburg
	323	Teaching Reading in the Elem. School	9	1	R. Swedenburg
	327	*Teaching Social Studies in the Elementary School	116	5	R. Swedenburg
	625	*Developing the Language Arts Curriculum in the Elem. School	15	1	R. Dickstein
English	104	*Freshman Composition	895	39	L. Olsrud (14) B. Parsil (9) M. Hazebrouck (6) S. Hopkins (2)
	105b	English Composition for Foreign Students	40	2	M. Hazebrouck
	307	*Business Writing	466	23	C. Hawbaker (15) R. Mitchell (7) M. Rhoads (1)
	308	*Technical Writing	260	10	D. Jones (8) J. McGorray (2)
	402	*Business Report Writing	56	6	C. Hawbaker (4) R. Mitchell (2)
	496	*Methods and Materials in Research	28	4	L. Olsrud
	498b	Advanced Composition for International Students	16	2	M. Hazebrouck
	English-CESL		Center for English as a Second Language	205	7
Finance	311 511	Corporation Finance Business Finance	200	Guide Only	C. Hawbaker
	909	*Individual Studies	6	1	C. Hawbaker
French	201a	Intermediate French	15	1	M. Hazebrouck
	405a	*Literature of 18th Century	15	1	M. Hazebrouck

<u>Department</u>	<u>Course</u>	<u>Course Description</u>	<u>Number Students</u>	<u>Number Sessions</u>	<u>Library Instructor</u>
Health Professions	440	Survey of Health Ed Lit	10	1	E. Ferrell
Higher Ed.	521	Teaching in Higher Ed.	15	1	R. Dickstein
	560	*The Community College	55	2	R. Dickstein
	601	Higher Ed. in the U.S.	30	1	R. Dickstein
	603	*Educational Research	30	1	R. Dickstein
	695a	Colloquium	7	1	E. Ferrell
History	430	History of Discovery	15	1	U. Lamb
	396	History of Women	18	1	I. Sonntag
	496a	*Historiography	30	3	V. Rice (3)
	596c	*History of Europe	9	1	V. Rice
Home Ec.	231	*Experimental Foods	35	2	S. Seide/ M. Hazebrouck R. Mautner/ M. Hazebrouck
	234r	*Clothing Construction and Consumption	145	3	J. McGorray/ C. Bower
	284r	Advanced Textiles	25	1	S. Seide
	--	*Home Economics Research Methods	7	1	E. Ferrell
	355a	History of Interiors	15	1	P. Barton
	596c	History of Europe	9	1	V. Rice
Journalism	205	Beginning News Writing	78	4	B. Hintzman(3) B. Parsil
Library Science	400	*Library Techniques	15	3	E. Ferrell (2) C. Hawbaker
	480	Intro to Childrens Lit	60	2	R. Swedenburg R. Sanders
	481	School Library Administration	17	1	V. Mills/ B. Woollett
	501	*Basic Reference	269	11	R. Dickstein(2) S. Phipps (1) C. Bower E. Ferrell B. Woollett C. Hawbaker/ R. Kellog

<u>Department</u>	<u>Course</u>	<u>Course Description</u>	<u>Number Students</u>	<u>Number Sessions</u>	<u>Library Instructor</u>
Library Science	502	Cataloging	28	1	S. Phipps
	503	*Selections	66	3	C. Bower (3)
	504	Trends	40	1	E. Ferrell
	582	Bibliographic Control of A-V Materials	10	1	B. Woollet
	651	Government Documents	51	3	R. Mitchell M. Rhoads C. Bower R. Mautner
	670	Science Reference	18	1	D. Jones
	671	Info Sources and Services in the Humanities	6	1	R. Dickstein
	Marketing	361	*Intro to Marketing	500	Guide Only
Metall. Engineering	420r	*Physical Metallurgy	25	1	D. Jones
Mining & Engineering	120	*Elements of Mining	23	1	D. Jones/ K. Russell
Music	--	Music Bibliography	29	2	P. Barton
Nuclear Engineering	102	*Intro to Nuclear Engineering	32	2	D. Jones
Plant Science	262	Tropical and Subtropical Horticulture	5	1	D. Jones
Political Science	251	*The United Nations	14	1	R. Mitchell
	297	*Model United Nations	38	1	R. Mitchell
	448	Government and Politics of Mexico	20	1	I. Sonntag
	496a	*Justice and Rights	15	1	E. Ferrell
Psychology	100a	*Elementary Psychology	30	1	L. Olsrud
	275	History of Psychology	10	1	L. Olsrud

<u>Department</u>	<u>Course</u>	<u>Course Description</u>	<u>Number Students</u>	<u>Number Sessions</u>	<u>Library Instructor</u>
psychology	450	Individual Differences	160	6	E. Ferrell
Public Admin	340	*Administration of the Correctional Process	49	2	R. Gramer E. Ferrell
	354	*Administration of Community Health Agencies	22	1	C. Hawbaker
	595e	Corrections Colloquium	11	1	E. Ferrell
	640	*Public Policy and Correc. Administration	12	1	C. Hawbaker
	653	*Comparative Management Health Administration	12	1	C. Hawbaker
Reading	507	*Analysis of Decoding	10	1	R. Swedenburg/ R. Dickstein
Rehabil.	480	*Drug Rehabilitation	65	1	E. Ferrell
	730	Investigations in Rehab.	6	1	R. Dickstein
Renewable Natural Resources	322b	Landscape Analysis, Planning, and Design	30	1	E. Moore
	462	Watershed Management	22	1	C. Landeen
Secondary Ed.	130		22	1	R. Swedenburg
	329	*Principles and Curriculum	50	2	E. Ferrell
	338	Teaching Social Studies	20	1	R. Swedenburg
	338u	Teaching of Secondary School	25	1	R. Swedenburg
	417	*Visual and Auditory Aids in Teaching	66	4	B. Woollet (3) R. Swedenburg
	498d	Techniques of Teaching Adults	10	1	R. Swedenburg
Sociology	161	*Chicanos in American Society	42	1	I. Sonntag
	406	*Social Gerontology	10	1	R. Dickstein
	404	*Sociology of the Southwest	20	1	R. Dickstein
	486	*Community Development	12	1	R. Dickstein
Spanish	215	*Oral Communication in Spanish	18	1	I. Sonntag

<u>Department</u>	<u>Course</u>	<u>Course Description</u>	<u>Number Students</u>	<u>Number Sessions</u>	<u>Library Instructor</u>
Special Ed.	506	*Methods for Diagnosing Learning Disability	30	1	E. Ferrell
Speech Comm.	436	Oral Interpretation of Shakespeare	30	1	L. Olsrud

*Indicates that an Instructional Guide was given to students attending instructional session.

Tours and Non-Course Related Instructional Sessions--Fall 1979

<u>Description of Group</u>	<u>Number Attending</u>	<u>Number Sessions</u>	<u>Library Instructor</u>
Arizona State University School of Social Work	10	1	E. Ferrell
CETA Program	10	1	S. Geiger
Continuing Education	85	1	S. Phipps
Elder Hostel	30	2	M. Rhoads
Winter Extension School	125	1	R. Dickstein
New CE Students	25	1	S. Phipps
Delta Kappa Gamma	15	2	R. Dickstein
Department of Economic Security	4	1	R. Dickstein
Elementary Schools Treehaven	30	1	M. Hazebrouck C. Landeen
Faculty			
Computer Science	2	1	R. Mautner
Minority Seminar	24	1	I. Sonntag
Nursing	25	2	R. Mautner L. Olsrud
Graduate Students, New-Orientation	200	18	R. Allen (2) P. Barton (2) E. Ferrell (2) C. Hawbaker (2) M. Hazebrouck (2) R. McLachlan (3) L. Olsrud (2) E. Cook S. Geiger S. Seide
High Schools			
Arizona High Schools	120	1	S. Phipps
Canyon del Oro-Research Techniques	165	3	S. Geiger M. Hazebrouck R. McLachlan
Catalina	38	2	S. Hopkins/ S. Geiger
Flowing Wells-Problems of Arizona	21	1	R. McLachlan
Marana-English Preparation for College	17	1	M. Hazebrouck
Saguaro-Study Skills	66	3	R. McLachlan

<u>Description of Group</u>	<u>Number Attending</u>	<u>Number Sessions</u>	<u>Library Instructor</u>
High Schools			
Santa Rita	66	4	S. Phipps M. Hazebrouck
Sunnyside	45	2	S. Geiger
Teleteaching	6	1	M. Hazebrouck
TUSD, Language Arts	5	1	S. Phipps
Outstanding Juniors	120	1	S. Phipps
Indian Students	28	2	R. Dickstein/ L. Heib
International Students	180	4	S. Geiger/ M. Hazebrouck M. Rhoads
Job Corps	12	1	E. Ferrell
Junior High Schools	40	2	M. Rhoads/R. Mitchell
Doolen-Special Education	4	1	R. Mautner
Sahaurita-Gifted Students	18	2	S. Geiger R. McLachlan
Kino Learning Center	15	1	S. Geiger
Latin American Center	20	1	I. Sonntag
Library Staff, New	58	4	B. Woollet
Navajo Teacher Education Center	24	1	I. Sonntag
Pima Community College	60	2	M. Hazebrouck R. Mitchell/ B. Hintzman
Writing 102	19	3	L. Olsrud
Business Communication	10	1	R. Dickstein
Pima County Adult Basic Education	4	1	O. Tymciurak
Pima Papago Health Start Students	10	1	E. Ferrell
Tucson Pima Youth Summer Program	160	8	M. Stevenson (3) R. Dickstein (5)
University of Sonora	18	1	S. Seide

LIBRARY SKILLS PROGRAM -- 1979-1980

	Sum II '79	Fall '79	Spr '80	Sum I '80	Total
<u>Number of Students Completing Program</u>					
English 102	29	1967	665	52*	
English 103		328	24	12*	
English 105b		40	27	51*	
Med Start				42*	
New Start				59*	
Continuing Education				6	
Total	<u>29</u>	<u>2335</u>	<u>716</u>	<u>223*</u>	<u>3303*</u>
<u>Presentation Sessions</u>					
R. Dickstein	1	8			9
S. Geiger		4			4
W. Gottlieb		16			16
M. Hazebrouck		4	6		10
S. Hopkins		12	12	13	37
D. Kaplan		5	3		8
C. Landeen		7	1		8
R. McLachlan		5	2		7
V. Mills		5	6		11
W. Mullin		3			3
S. Phipps		7	2	2	11
Total	<u>1</u>	<u>76</u>	<u>32</u>	<u>15</u>	<u>124</u>
<u>Number of Workbooks Sold</u>					
	354	2307	872	14°	3547°

*Preliminary figure

°Excludes June 1980

ANNUAL REPORT OF THE
HEAD SCIENCE-ENGINEERING LIBRARIAN
TO THE UNIVERSITY LIBRARIAN
FOR THE 1979 - 1980 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

Submitted by:

Keith Russell
Head, Science-Engineering Library

I. SUMMARY

Major accomplishments and happenings in the Science-Engineering Library during the 1979-80 year include:

A. Personnel. During the year two new Science-Engineering reference librarians were hired and a new head science-engineering librarian (the first permanent head in nearly two years) was appointed. The duties and responsibilities of staff members were evaluated, some new assignments were made, and the organizational structure of the library was formalized. On an experimental basis, beginning in May, one science-engineering reference librarian was released half-time to coordinate Computer Assisted Reference Services throughout the University Library.

B. Services. While no new services were added, healthy gains were made in existing services, especially in reference, computer assisted reference services, and the use of microforms (particularly the NTIS report literature on microfiche). Appendix I contains statistics on the use of various services in the Science-Engineering Library.

C. Collection. The collection continued to grow at a healthy rate, 34% higher than last year, with 96,890 items added to the collection. Growth was greatest in the microforms area, while the number of volumes added as books and bound periodicals was 16% less than the number added last year. Collection statistics are contained in Appendix II.

D. Facility. Although little improvement was made in the Science-Engineering Library building during 1979-80, additional ranges of shelving were erected throughout the building. While this shelving is not immediately needed, it will provide for expanding the collection over the next two years.

II. STRENGTHS

Three major strengths are evident in the Science-Engineering Library:

A. Centrality. The fact that all science-engineering informational materials and services (except for health sciences) are located in one building is a big asset. Such a large and centralized library enables (1) comprehensive and economical provision of services to over 40 academic departments, (2) economy of effort in collection development, and (3) recruitment and development of good staff members.

B. Collection. The collection is fairly strong in many areas, reflecting several years of healthy acquisitions budgets and good collection development practices. Such a collection is able to support quite well the teaching and research programs of the university.

C. Staff. The staff is a highly motivated one, large enough that a variety of backgrounds, interests, skills, and competencies are represented. A versatile staff such as this is able to accomplish nearly anything that needs to be done, and to interact effectively with all categories of users. The staff works closely together, and is always willing to assume new responsibility.

III. LIMITATIONS

Major limitations in the Science-Engineering Library include:

A. Facility. While the 18 year old building is presently adequate in size, the layout of the building is far from ideal. The reference room, for example, is located in an out-of-the-way area, rather than in a central, easily visible area. Staff offices are spread throughout two floors, inhibiting staff communication to some extent and often insuring that a staff member's office is 50 yards away from the files or materials with which he or she must frequently consult. Further, being an older building with high use, areas of the library are run down. Combined with a lack of carpeting (even in the lobby and reference room), this produces a noisy somewhat unappealing place for students and faculty to work and study.

B. Staff. Staff size and staff turnover are two important interrelated factors. While turnover has declined in the last few months, 60% of the reference staff have worked in the library less than one year. Such turnover reduces the overall effectiveness of the library and produces extra work for those who must cover when a position is vacant. With a staff barely adequate in size to do what is needed when all positions are filled with fully productive individuals, and with demands on staff constantly rising (as evidenced by statistics in Appendix I), any shortage of staff, no matter how temporary, can be a real problem. It will be interesting to see how the release of one science-engineering librarian half-time to coordinate Computer Assisted Reference Service will affect the work of the library.

C. Security. Vandalism and thefts in the library continue to be a problem. With relatively few staff concentrated mostly on one floor, four floors remain without much supervision, especially at night.

D. Other needs. The lack of a University Library union list in the Science-Engineering Library continues to hamper staff efforts in providing reference service and in collection development. Lack of ready access to OCLC and/or other national bibliographic data bases also remains a problem.

IV. FUTURE PLANS

Future plans for the Science-Engineering Library include the following:

A. Personnel. During the coming year the realignment of duties and responsibilities will be completed, and attention will be turned toward encouraging and facilitating the development of staff members. As one example of a staff development activity, seven staff members from the Science-Engineering Library (and others from the University Library and around campus) will give papers in August 1980 as part of a symposium on "Communication and Information in the Sciences," sponsored by the American Institute of Biological Sciences.

B. Services. Without adding new services, several improvements can be made in the provision of existing services. Specific objectives will include improving liaison with faculty, increasing user awareness of the capabilities of computer assisted reference services, and extending the orientation and instruction programs of the library. As an adjunct to this, relations with other libraries on campus, and in the area, will be improved to help in the provision of good referral services.

C. Collection. In the area of collection development, staff members will continue to take an active role in adding to the collection. Further, portions of the collection, including the reference collection, will be analyzed to identify weak areas and other areas which need strengthening. Specialized materials, such as industrial standards and patents, will be evaluated as potential additions, and relations with other collections in the University Library (e.g., Maps, Media and Special Collections) will be strengthened.

D. Facility. There are many ways in which the facility can and will be improved. The loan desk will be remodeled, improving function there while at the same time freeing office space for other units; heavily used areas, such as the stairways and elevator areas, will be painted, and some study areas renovated; the microforms area in the Current Periodicals Room will be rearranged to allow for expansion; 250 additional chairs will be added to increase seating capacity; and signs throughout the building will be evaluated for their effectiveness in facilitating building use.

Keith W. Russell

Keith W. Russell
Head Science-Engineering Librarian

July 7, 1980

APPENDIX I. SERVICES

	<u>1978/79</u>	<u>1979/80</u>	<u>% Change</u>
A. <u>Reference</u>			
Reference Questions	22,454	27,294	+21.6
Reference Desk	19,907	22,468	+12.9
Current Periodicals Desk	2,547	4,826	+89.5
Directional Questions	19,271	20,393	+5.8
Reference Desk	11,615	10,875	- 6.4
Current Periodicals Desk	<u>7,656</u>	<u>9,518</u>	+24.3
Total Questions	41,725	47,687	+14.3
B. <u>Computer Searches by Science-Engineering Library Staff</u>	132	230	+74.2
C. <u>Course-Related Library Instruction by Science- Engineering Library Staff</u>			
Number of courses	13	15	+15.4
Number of sessions	68	52	-23.5
Number attending	1,485	1,303	-12.3
D. <u>Interlibrary Loan Requests verified by Science-Engi- neering Library Staff</u>	554	551	- 0.5
E. <u>Microforms Use</u>			
Film	3,239	4,105	+26.7
Cards	48	19	-60.4
Fiche			
AEC/ERDA/DOE	1,686	2,796	+65.8
NASA	475	802	+68.8
NTIS	11	259	+2254.5
Other	<u>398</u>	<u>712</u>	+78.9
Total	5,857	8,693	+48.4

(continued)

	<u>1978/79</u>	<u>1979/80</u>	<u>% Change</u>
F. <u>Periodical Circulations</u> (Current Periodicals Room)	3,710	4,164	+12.2
G. <u>Building Use</u> (Exit Count)	705,787 (est.)	745,823	+ 5.7

APPENDIX II. COLLECTION

	<u>1978/79</u>	<u>1979/80</u>	<u>% Change</u>
A. <u>Collection Size</u>			
Books and Bound Periodicals			
Volumes	273,800	288,477	+ 5.4
Titles	117,500	123,866	+ 5.4
Microforms			
Microcards	86,000	86,000	0
Microfiche (uncat- aloged)	432,340	506,437	+17.1
Microfiche (cataloged)	15,698	21,398	+36.3
Microfilm	3,416	4,318	+26.4
Documents (paper copy)	23,466	24,931	+ 6.2
Miscellaneous ¹	<u>1,669</u>	<u>1,718</u>	+ 2.9
Total Collection (items)	836,389	933,279	+11.6
B. <u>Collection Growth</u>			
Books and Bound Periodicals			
Volumes	18,745	15,803	-15.7
Titles	8,370	6,981	-16.6
Microforms			
Microcards	0	0	0
Microfiche (uncat- aloged)	48,326	74,097	+53.3
Microfiche (cataloged)	3,822	5,700	+49.1
Microfilm	243	902	+271.2
Documents (paper copy)	1,300	1,465	+12.7
Miscellaneous ¹	47	49	+ 4.3
Withdrawals and transfers out	<u>(238)</u>	<u>(1,126)</u>	+373.1
Net Growth (items)	72,483	96,890	+33.7

(continued)

	<u>1978/79</u>	<u>1979/80</u>	<u>% Change</u>
C. <u>Periodical Titles</u> (in Current <u>Periodicals Room</u>)			
Received	3,208	3,351	+ 4.5
Added	NA	143	--

¹ Includes pamphlet file materials, Scientific American offprints, etc.

ANNUAL REPORT OF THE
HEAD SPECIAL COLLECTIONS LIBRARIAN
TO THE UNIVERSITY LIBRARIAN
FOR THE 1979 - 1980 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

Submitted by:

Louis Hieb
Head-Special Collections

1. Summary

The 1979/80 fiscal year was characterized by increased patron usage, several outstanding acquisitions and several major accomplishments in increasing access to our collections.

The average number of patrons using Special Collections increased by 85 per month (1978/79, 692; 1979/80, 777) and the number of pieces used increased by 129 (1978/79, 1100; 1979/80, 1229). This growth reflects increased undergraduate use of Arizona materials and an increased use of manuscripts by special borrowers but a general decline in use by University of Arizona faculty /staff.

The outstanding acquisition of the year was the 18th century manuscript copies of Francisco Garcés' diary of his explorations in the Southwest and the Dominguez and Escalante diary of the journey which opened the Santa Fé trail. Among purchases in the history of science, two are particularly noteworthy: Johann Schröter's Selentropgraphische fragmente ... (1791-1802) which contains the first detailed maps of the lunar surface and Johannes Kepler's Dioptrice (1611) which is the basis for the modern study of optics. A major group of variant editions were added to the Joseph Conrad collection making it second only to that at the Lilly Library. Nearly 80 plays--primarily fine, first editions--were added to our outstanding research collection of Restoration drama and scholarly use of these materials was enhanced by the purchase of the catalog of The Carl H. Pforzheimer Library, English Literature, 1475-1700. In the area of fine printing a second addition was made to the Black Sparrow Press archives and a copy of William Blake's Jerusalem was added to our nearly complete collection of Blake facsimiles.

Nearly 60 manuscript collections were processed during the year and open areas are beginning to appear in that backlog. While the Arizona backlog grew by 25 percent this year, a cooperative project involving Special Collections (especially, R. Cary) and Cataloging staff (K. Norvell and T. Malven) has been developed and the Arizona backlog should be at a maintenance level for the first time in nearly a decade by the end of the 1980-81 fiscal year. Ross McLachlan catalogued the Vonnegut and du Noüy collections and brought the "rare book" backlog to a maintenance level. A graduate student in library science, Todd Mills, prepared "Western Manuscripts in the University of Arizona Library" (Arizona and the West 22 (1980) 5-66), a guide which has already produced a number of research inquiries.

Contributions in acquisitions and in providing access are relatively easy to document. It was apparent at a state conference on cooperative conservation strategies that the University of Arizona library facility is virtually unique in providing adequate care of the rich resources provided by the university administration and the state legislature.

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, Restoration drama and modern poetry are rapidly becoming major research collections in areas with major curriculum emphasis on the University of Arizona campus. Ross McLachlan has assisted with book selection (especially with literature and Mexican history) and Clint Colby with modern creative writing (books and manuscripts).

The Special Collections staff--individually--represent a broad range of library expertise. Working together in teams, they prove to be effective in dealing with R & R projects, shifting both Arizona and Library of Congress classifications, processing manuscripts and photographs, etc. From frequent comments and letters of commendation, it is clear that 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 has done an outstanding job with Special Collections serials, bindery preparation, photographic orders and an increasing number of photocopy requests. Phyllis Ball and Clint Colby have completed processing a large number of manuscript collections and have created effective finding tools. Miss Ball has also processed several major additions to the Arizona photographic collections. 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, Mary Black, Wendy Jones, Caroline Kacena and Karen Norvelle are here noted.

During 1979/80 seven exhibits were prepared by Special Collections staff: Charles King: Frontier Novelist (Hieb); Navajo Weaving: The Books (Hieb); Bisbee: Past and Present (Hieb); Handmade Papers of the World (from the Collection of W. B. Beatty (Fontana)); Wit and Sentiment (Restoration and 18th Century Drama (McLachlan)); Black Culture in Arizona (Smith/Hieb); and the annual Rounce & Coffin Club exhibit of Western books (Hieb).

3. Major Limitations

With a new LCI lobby receptionist/security staff person to be added to Special Collections during the 1980-81 fiscal year and a cooperative cataloging project under way to eliminate the Arizona backlog, it is difficult to speak, again, of limitations in Special Collections. We are grateful! Nevertheless, there are two major areas of limitation--both of which are the result of essentially positive situations.

First, increased patron use has resulted in a growing amount of requests for photocopies of materials located in Special Collections (documents, manuscripts, books, etc.). Approximately 150 pages per day are photocopied currently with requests up to 1000 pages or more occasionally piling up at peak periods of use. This does not include the 20 copies (average/day) made for Special Collections staff--primarily in support of manuscript processing. Both service to patrons and the cost-effectiveness of Special Collections staff engaged in manuscript processing would be increased with the addition of an oversize copy machine.

Second, the over-all collection development policies of the University of Arizona Library bring significant amounts of book materials into Special Collections each year. It is probable that over 50 percent of all materials located here are purchased with non-Special Collections monies and, hence, are not within our control. The validity of locating these materials here is not questioned. However, both the total space requirements of these materials and their particular location are outside our planning and, hence, place increased stress on the availability and allocation of shelving space in Special Collections. This is simply to say--once again--that we have less than five years growth in Special Collections and, quite possibly, less than three in book shelving. The relocation of theses and dissertations to another facility would add three or more years. However, again, because these acquisitions are not a part of our long-term collection development plans it is difficult to plan for this use of space. The consequence is constant shifting in the LC section.

4. Future Plans

Collection development. Special Collections will seek to build its collection 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. For the 1980-81 fiscal year we have outstanding budgetary support for the continued development of the Arizona and Southwestern collections--retrospectively and currently-- and plan to develop a more systematic program for the acquisition of state and local documents. The Rare Book fund will be allocated in the following manner: Diane Wakoski archives (55 percent), Black Sparrow Press archive (8 percent), History of Science (Kepler, Brahe; 19 percent) and the remainder for Restoration Drama and requests by the English department.

Accessibility. By the end of the 1980/81 fiscal year the Arizona backlog should be at a maintenance level for the first time in nearly a decade. Current Arizona materials are in constant demand and are frequently accessible only through subjects. Completion of this project will be a major public service accomplishment. Appointment of a new LCI receptionist/security person will enhance directional information provided by this department and will free the Reading Room desk attendant to provide better reference service in that area.

Conservation. The University of Arizona Library has the only adequate temperature/humidity controlled stack areas in any major educational or research facility in the state. Special Collections staff will continue to identify books which require repair or restoration and have the necessary work accomplished.

NO REPORT SUBMITTED FOR THE ASSISTANT LIBRARIAN FOR TECHNICAL SERVICES
FOR THIS FISCAL YEAR 1979/1980.

ANNUAL REPORT
OF THE
HEAD ACQUISITIONS LIBRARIAN
TO THE
ACTING ASSISTANT LIBRARIAN FOR TECHNICAL SERVICES
FOR THE
1979-80 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

Submitted by:

Elaine D. Livermore
Head--Acquisitions

Summary

Fiscal year 1979-1980 has been an outstanding year for the Acquisitions Department. Despite predictions that it would be difficult to increase material flow through Acquisitions without increasing staff, the statistics for the year prove otherwise. The annual statistics show substantial increases in most areas, notably monographs up approximately seven thousand volumes and microforms up approximately 10,000 pieces. Extraordinary statistics when one considers that the Department consists of only fourteen individuals.

The materials budget was again generous this fiscal year. State and non-state funds totaled \$2,968,561 with \$1,070,000 allocated for the Serials Department. This was the first year the Serials budget exceeded one million dollars. Foreign expenditures were approximately \$900,000. About thirty percent of the budget was spent for materials - down three percent from the previous fiscal year.

Last July the Acquisitions Department began, on a six month trial basis, the preparation of bibliographic records for monographs in series received through the Serials Department. Despite initial reluctance to assume this additional burden, the results have been so successful that Acquisitions will continue to process these monographs on a permanent basis.

Staff remained constant with a few exceptions. Two five year employees, LeAnn Marin and Maria Campos, transferred to other departments on campus. Both positions were filled by well qualified individuals with minimum disruptions in the work flow. The Department Head was appointed Acting Assistant to the University Librarian in early February, and spent only two or three hours per day in the Acquisitions Department for the balance of the fiscal year. It is a credit to the entire staff that the absence of the Department Head has had little effect on the Department's operating level.

The fifth annual book sale realized \$4,200 in profits. The book sale continues to be a popular event for all participants. As in past years, the money was used to purchase copies and replacements of heavily used material.

Strengths

The collection continues to be our greatest strength and source of pride. Visitors to the campus are uniformly surprised at the depth of the collection and some express amazement. Though it is becoming increasingly difficult to purchase collections because of duplication rates, occasionally a collection will come to our attention that merits purchase. Two such collections were purchased this year, both brought to our attention by faculty members. A large collection of Near Eastern archaeology, assembled by emeritus professor Harold Ingholt of Yale University, was purchased early in the fiscal year. The collection contains blocks of material long out of print and impossible to obtain. With the addition of this material, the Library's holdings in Near Eastern archaeology are now strong enough to support serious research. A second collection came from a retired Unitarian minister, Herbert Hitchens. Hitchens was a part of the Eastern literary establishment from his youth until his retirement to Arizona in the early 1970's. He collected American, British, Canadian, and Irish twentieth century literature. Numbering some six thousand volumes, much of the material is inscribed first editions. This acquisition represents a substantial addition to our twentieth century literature holdings.

The Library received nearly 9,000 volumes through the Gifts and Exchange section this fiscal year; 4,295 were added to the collection. Notable gifts include: nineteenth century British and American literature from Virginia H. Johnson; books, pamphlets, and newspapers relating to the War of 1812 from Jean Blackwell; Civil War material from Milton W. Eisenstein; and additions to the Judiaca collection from Albert T. Bilgray.

Small press poetry continues to be a collecting interest. Major additions were made to the Black Sparrow Archive and additional manuscript material came from Charles Bukowski to the Library.

Limitations

Limitations are essentially unchanged from the previous year. Selection of materials continues to be the most serious problem. Because of the emphasis on retrospective purchases, Acquisitions Librarians are spending increasing amounts of time on book selection, yet areas remain without adequate coverage. The Social Sciences continue to be the most serious problem, particularly business and economics. In addition, the department is unable to respond to the pressures for acquisitions in new program areas.

Gifts and Exchanges remains another problem area. Gifts have declined during the past two years and we are now able to keep current in this area, but exchanges continue to deteriorate. This is a serious problem because much valuable material is available only through exchange agreements. Another aspect of the problem is the Arizona material. Acquiring state documents on a systematic basis is a difficult and tedious task; it requires effort and patience - it is not getting the attention it deserves.

Lack of ready access to an OCLC terminal is a cause of some concern in the Acquisitions Department. Demand for time on the current terminals is so great that much of the material that should be searched is being processed without OCLC searching. As a result, bibliographic information is often incomplete to the detriment of both Acquisitions and Cataloging. Acquisitions currently provides OCLC-LC information for twenty percent of the titles moving to Pre-Cat. With a terminal dedicated to Acquisitions, we should be able to increase that percentage by an additional ten to twenty percent.

Future Plans:

1. Continue the emphasis on antiquarian purchases.
2. Evaluate the Baker and Taylor Approval Plan and compare it with the similar plan available from Blackwell North America.
3. Establish four additional Latin American blanket order plans and explore the possibility of a plan for Western European imprints.
4. Begin a major acquisitions program for material related to arid lands studies.

CONSOLIDATED EXPENDITURE STATISTICS

1979/80

State Funds

Books	\$1,148,569.85
Serials	1,022,247.77
Binding	35,580.00

Total State Funds	\$2,206,397.62
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Special Grants	703,496.70
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Gifts and Memorials	<u>11,629.23</u>
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Total Expenditures	\$2,921,523.55
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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	\$ 16,495.27
Documents	5,000.00	3,543.63
Education	10,000.00	4,775.38
Fine Arts	75,000.00	86,168.00
Geog./Anthro.	20,000.00	39,952.95
History	100,000.00	93,759.68
Library Science	10,000.00	10,020.93
Literature (English)	75,000.00	75,176.69
Literature (Foreign)	75,000.00	106,429.13
Maps	15,000.00	9,197.39
Media-AV	30,000.00	24,005.90
Media-Books	12,000.00	9,263.29
Music	30,000.00	22,353.16
Orient. St. Collec.	55,000.00	43,561.63
Phil., Psych., Relig.	50,000.00	45,014.76
Photography	8,000.00	8,482.44
Pol. Science/Law	15,000.00	12,256.04
Reference/Bibliog.	25,000.00	41,310.18
Science/Technology	120,000.00	112,098.05
Sociology	15,000.00	9,775.64
Special Coll./ Ariz.	50,000.00	39,913.42
Special Coll./ Rare	60,000.00	60,483.26
General/Rare	50,000.00	24,600.61
Periodicals	694,000.00	621,768.88
Serials	194,000.00	195,571.98
Backfiles	175,000.00	198,708.73
Replacements	7,000.00	6,198.18
Approval	25,000.00	44,063.26
Book Continuations	136,300.00	138,116.92
Recurring Charges	10,000.00	23,860.06
Bindery	10,000.00	35,580.00
Microforms	20,000.00	43,892.18
Total State Funds	\$2,196,300.00	\$2,206,397.62

SPECIAL GRANTS

	<u>Allocation</u>	<u>Spent</u>
Special appropriations for Resource Development	\$610,302.53	\$610,279.95
Special appropriation from the United States Office of Education	3,963.00	3,963.00
Special appropriation for Art Acquisitions	135,000.00	85,000.00
Asset Disposal Fund (appropriation from annual book sale)	4,253.77	4,253.75
Total	\$753,519.30	\$703,496.70

GIFTS AND MEMORIALS

	<u>Allocation</u>	<u>Spent</u>
Hattich Memorial	\$ 1,334.73	\$ 272.48
Pickrell Memorial	218.94	-
Sullivan Memorial	3,554.56	3,145.15
*Revolving Fund	<u>14,344.10</u>	<u>8,211.60</u>
Total	\$19,452.33	\$11,629.23

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

Annual Statistics

78/79

79/80

Books

Regulars: 35,733
 Adds: 4,972
 Approval
 B&T: 8,493
 Blackwell: 2,860

Subtotal: 52,058

Microforms

Microfiche: 21,731
 Microfilm: 3,087

Subtotal: 24,818

Media

Filmstrips: 33
 Discs: 950
 Games & Kits: 120
 Slides: 604
 Cassettes
 Video & Tape: 948

Subtotal: 2,655

Maps: 930

Scores: 3,377

PL 480: 1,128

Oriental Studies: 2,935

GRAND TOTAL: 87,901

Books

Regulars: 38,277
 Adds: 4,634
 Approval
 B&T: 8,814
 Blackwell: 1,900
 Classed Ind. 3,735

Subtotal 57,360

Microforms

Microfiche: 30,364
 Microfilm: 1,522

Subtotal: 31,886

Media

Filmstrips: 2
 Discs: 1,583
 Games & Kits: 165
 Slides: 1,248
 Cassettes
 Video & Tape: 254

Subtotal: 3,252

Maps: 1,295

Scores: 2,022

PL 480: 1,723

Oriental Studies: 4,033

GRAND TOTAL: 101,571

THE ANNUAL REPORT
OF THE
HEAD OF THE CATALOG DEPARTMENT
TO THE
ACTING ASSISTANT UNIVERSITY LIBRARIAN FOR TECHNICAL SERVICES
FOR THE
1979 - 1980 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

Submitted by:

Carolyn Kacena
Head-Catalog Department

SUMMARY

1979/80 was successful in maintaining the productivity of the previous two years, but in many other respects was not as rewarding. The backlog grew and the staff turnover was the greatest since we started working with OCLC. There were 3 professional positions to fill during the year and 37 career staff changes, with some of the career staff positions changing as often as 4 times since July 1979. The backlog grew almost 17,000 volumes since a year ago. We have long since peaked on our level of production with current staffing and equipment: our processing remained level this year by shifting staff away from other tasks. For example, the professional staff aided the copy catalogers several times during the year.

The Typing Section remained current during most of the year with their filing of cards produced (over 600,000 cards), inputting of original and tagged copy into the OCLC system, and in the correction of errors found throughout the year. Although much of this section is new since July 1979, they have been quickly and thoroughly trained and backlogs which developed during the year were erased competently.

The Pre-Catalog Section is searching new titles received at an ever increasing pace: the third quarter, for example, saw them add over 4000 searches in comparison to 1978/79. In spite of this improvement, the quantity of materials received from Acquisitions has seen the currency of searching fall from two weeks to two months. In addition, items awaiting a second OCLC search are being held for a year instead of last year's six months. Staffing in the section was augmented by student searchers during 4-7 p.m. in the Spring semester and we hope to continue this scheduling in the fall. Currently we have 7804 items awaiting first search, and 4227 in the re-search category, almost double the number last year this time.

The Copy Cataloging Section has also experienced significant staff change and training. This change was reflected in lower use of data on OCLC (down 9% at the end of March) due to the extensive training period for the copy editing process. The Section is overcoming its newness at this point and seems prepared to meet its growing backlog of 12,239 volumes.

The Bindery/Preparations Section has remained current with the processing of materials cataloged this past year. The staff continues to spend a bindery budget of \$180,000 easily each year, although the number of volumes sent to the commercial bindery dropped 4400 from last year due to inflation. Installation of a new system for entering records into the circulation system will be the new challenge in 1980/81.

The Reclassification Team remains current with its assignments of added copies and volumes, as well as the reclassification of items sent to the Bindery and needing corrections. We have been able to reclassify circulating Dewey items to a small extent, but on a large scale it remains a dream and not a reality.

SUMMARY (page 2)

The professional staff have increased their original cataloging: Far Eastern languages and Special Collections cataloging arrearages are the only ones showing a decline this year. We are very appreciative of the special funding made available from the East Asian Center and the Near Eastern Center which allowed additional student hours for processing the special language materials. The decrease in the Far Eastern backlog from 4400 to 3700 volumes and the number of Persian language materials processed this year are directly attributable to this increased funding.

The Special Collections Cataloger and her assistant have also received additional help from the staff in Special Collections as well as some time from one of the other catalogers. The backlog in this area has dropped from 11,456 to 10,837 this year - not mammoth but in the right direction!

The processing of serial analytics has been more thoroughly integrated into the Catalog Department routines. This area is running much more smoothly, but there remains a backlog of almost 2000 titles. Most of these items remain in the Pre-Catalog backlog due to lack of staff.

The Head Catalog Librarian was an active participant with the staff of GEAC Computers, Inc., in the development of a direct terminal-to-computer link from the OCLC terminals to the GEAC computer. Designed to transfer new circulation records as part of the cataloging operation, this should simplify the introduction of GEAC data entry in the Bindery/Preparations area. The link is in the testing period now and should be fully operational by July 1, 1980. The impact of this system on the Catalog Department will be monitored carefully in 1980/81.

It has been another year of change in the Catalog Department: new staff and new procedures. Our efforts have maintained the workload of the previous two years, although the backlog of materials to be cataloged has taken a giant leap forward.

MAJOR STRENGTHS

Hard-working, knowledgeable, and cooperative staff is without question the major strength of this department. We continue to minimize the per-title cost of cataloging below \$7.00 per title: this is true for the specialized languages as well as standard texts. The staff in this department manages to file over half-a-million cards per year with minimal buildup of filing backlogs - compared to other university libraries with filing arrearages more than a year old. Since participating in the OCLC system for the past five years, the department has managed to catalog almost a quarter of the current library holdings. In addition, this Catalog Department manages also to respond to patron requests for specific titles in the backlog. Regardless of the computer-power, facilities and administrative support, all of which remain strong, the staff remains one of the most powerful in the country when measuring cataloging productivity.

OUTSTANDING RECOGNITIONS

The professional staff has not had a very active year outside of the University and the State in 1979/80. The following special appointments and elections have been made:

Virginia L. Cassady

President: University of Arizona
Chapter of AAUP

Carolyn Kacena

Chairperson: American Library Association,
Library Administration and Management
Association, Statistics Section, Statistics
Committee for Technical Services -
One of several ALA committees reviewing
the draft of the ANSI Z39.7 standard
for library statistics to be issued in
1980.

Member: ALA LAMA SS Statistics Coordinating
Committee

MAJOR LIMITATIONS

The backlogs in this department continue to grow from year to year: from 55,989 in 1978 to 58,142 in 1979 and now 75,113 in June 1980. This can be directly related to lack of growth in staffing and OCLC available time. The last position added to the department was in July 1977; we added one new OCLC terminal late this year for the first time since moving into this building. OCLC has not expanded its service time since 1975 when we first became members of the system.

The replacement of some career staff four times in one year also seems to relate directly to the growing pressures of the increasing backlog with no additional help in sight. The few sources of outside wages support do not support the majority of the work, and no new career staff or professional positions since June 1977 simply add to the frustrations. We may have the best overall staff in the country when weighing productivity, but their strength is beginning to falter. In addition, new procedures due to GEAC and the need to take staff away from current work to do in-service training for the new cataloging code are foreseen as further inhibitors to production and enhancers of the backlog. Below are the direct comparisons with the 1978/79 statistics:

<u>1978/79</u>	<u>1979/80</u>	<u>AREA OF BACKLOG</u>
32,577 (includes ca. 1716 non-book items)	47,448*	Roman alphabet materials
11,456	10,837	Special Collections items
9,653	13,128	Near Eastern materials
<u>4,456</u>	<u>3,700</u>	Far Eastern materials
58,142	75,113	TOTAL

This is a growth of 16,791 volumes/pieces in one year. Last year the statement was made that the department can only marginally keep up with in-coming materials: this year we lost the battle by considerable score. Without a change in staffing and OCLC time, we can only anticipate continually increasing backlogs.

A related problem to the growth in staff numbers is the retention of the staff we hire. Hopefully the current review of positions will result in higher job grades for some of the key positions which have been revolving doors this past year. As an example, replacing a copy cataloger four times in one year is critically damaging when the training period takes six months for each new staff person. Several of the staff have left for better paying jobs which didn't require as much from them day after day.

* Includes 296 Hebrew and Yiddish volumes, 1642 Slavic items, 2047 serial analytics, 1294 microform items, and 1528 media or non-print items.

FUTURE PLANS

The primary new task for early 1980/81 is the training of staff in the use of the Anglo-American Cataloguing Rules, 2nd edition, which we plan to implement when the Library of Congress makes the change: January 2, 1981. The cost model we used this past year indicates it is still most cost effective to continue with a card catalog for the next five years. Staff requests to support this implementation have been submitted for University consideration.

Secondarily, 1980/81 will find the Department implementing the direct link between the cataloging online system and the circulation online system. We anticipate a slight reduction in work completed by the Department due to this added task, but are optimistic that the slowness will be only temporary.

For a short period we were able to keep up with reclassification of items returned from circulation. The press of other tasks for the Reclassification Team and the need to utilize some portion of their time for the cataloging of new items have combined to minimize this procedure for reclassification. If we add to the staff in Copy Cataloging, the Reclassification Team will return full-time to the task of shifting the Dewey classified titles to the Library of Congress stacks.

We have made some progress, but not any significant change, in the processing of analytics for the large microform sets which form an ever-growing segments of the Library's collections. Other long-range tasks remain: integration of retrospective Media Center cataloging into the main catalog and the GEAC system, reclassification of Harvard-Yenching items in the Oriental Studies Collection and adding them to the GEAC system, updating and augmenting the current records in the circulation system, and the continuing effort to improve the cross reference access within the catalogs - included in this is the integration of new forms of headings into the catalog necessitated by the adoption of the new cataloging rules.

Since we appear to have reached the level of catalog production the current staffing levels can provide, we must start to look at alternative organizations within the backlog as well as new staffing to make the next leap in providing catalog access to the most needed titles as well as the most easily cataloged items received per year. With the time needed to train for AACR2 implementation, we will certainly increase the arrearages beyond this year's peak of 75,113 volumes. Starting with the Pre-Catalog Section, the Department will begin reassessing the access to the backlog we have in the coming year.

CATALOG DEPARTMENT
 Cataloging Statistics
 July 1, 1979 - June 30, 1980

New titles ¹	<u>Titles</u>	<u>Volumes</u>
	47,087	56,504
OCLC produced		
Total:	42,636	
Local input--		
Original:	4,885	
Printed:	835	
Locally produced		
Total:	4,451	
Original:	724	
Printed:	3,727	
Added copies, volumes, and reinstated titles		5,672
Analytic entries	1,978	2,645
Microforms		
Microfilm	72	1,360
Microfiche	303	9,616
Other media		
Phonodiscs (Music)	1,464	2,035
Phonodiscs (Media)	50	*
Audiotape cassettes (Music)	20	22
Audiotape cassettes (Media)	66	*
Filmstrips	118	*
Games	2	*
Kits	11	*
Slides	77	*
Audiotapes (Media)	1	*
Videorecordings	111	*
Other (broadsides)	40	*
TOTAL ADDITIONS	51,400	77,854
TOTAL RECLASSIFIED	4,512	6,060
WITHDRAWN	4,760	4,899

¹ Includes non-OCLC cards produced July 1, 1979 to June 30, 1980; OCLC cards produced June 16, 1979 to June 15, 1980.

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

CATALOG DEPARTMENT
 Class numbers assigned, by LC classes
 July 1, 1979 - June 30, 1980

A	344	General works
B-BJ	1,423	Philosophy
BL-BX	1,642	Religion
C	409	History (Auxiliary sciences)
D	4,120	History of Europe, Asia, Africa, Oceania
E	801	America. History of the U.S. (general)
F	1,111	History of the U.S. (local); Latin America
G-GA	128	Geography (General, mathematical, astronomical)
GB-GC	125	Physical geography; oceanography
GF-GN	302	Anthropogeography; anthropology
GR-GV	410	Folklore; manners and customs; sports
H-HJ	3,210	Economics
HM-HX	1,860	Sociology
J	898	Political science
K	711	Law
L	970	Education
M	3,658	Music
N	2,175	Fine Arts
P-PA	731	Philology (general); classical philology
PB-PH	579	Modern Western European languages
PG	492	Slavic languages
PJ-PM	2,317	Asian, African, American Indian languages
PN	767	Literary history
PQ1-3999	911	French literature
PQ4000-5999	240	Italian literature
PQ6000-8999	1,469	Spanish literature
PQ9000-9999	104	Portuguese literature
PR	2,713	English literature
PS	1,826	American literature
PT	872	German, Dutch, Scandinavian literature
PZ1-90	760	Juvenile literature (Media Center)
PZ2001	279	Science fiction
Q-QE	2,316	Pure sciences
QH-QR	1,578	Natural sciences
R	1,059	Medicine
S	605	Agriculture
T(except TR)	2,043	Technology
TR	321	Photography
U	126	Military science
V	47	Naval science
Z1-1199	648	Library Science
Z1200-	814	Bibliographies
Arizona	<u>1,146</u>	in Special Collections
TOTAL	49,060	

CATALOG DEPARTMENT
Miscellaneous Statistics
July 1, 1979 - June 30, 1980

1. Cards

Cards made locally	
Typing Section	83,286
R&R Team	4,985
OCLC cards received	602,840
TOTAL	691,111

Cards filed in Public Catalog: 588,046

2. Materials sent to the branch libraries (including analytics)

	<u>Titles</u>	<u>Volumes</u>
Center for Creative Photography	449	549
Library Science Collection	636	733
Map Collection	172	181
Media Center	570	206*
Juvenile Collection	1,246	1,336
Music Collection	4,197	9,108
Oriental Studies Collection	4,685	6,753
Special Collections	4,746	5,501

3. Materials cataloged for Oriental Studies Collection, by language (including analytics)

	<u>Titles</u>	<u>Volumes</u> ¹
Arabic	497	679
Chinese	2,606	3,934
Hindi	188	189
Japanese	787	1,277
Panjabi	63	69
Persian	134	157
Sindhi	2	4
Turkish	126	135
Urdu	241	253
Other (primarily Western languages)	39	56

4. Hebrew and Yiddish titles cataloged

Hebrew	50
Yiddish	6

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

* This count includes only books sent to the Media Center; staff in the Media Center count the pieces for media cataloged for their collection.

CATALOG DEPARTMENT
Pre-Catalog Section Statistics
January - June 1980
Titles

1. First Search: OCLC (monographs)		
Library of Congress Found (DLC)	8,391	36%
Cataloging in Publication (CIP)	2,238	10%
PZ, K Classifications Incomplete (DLC)	530	2%
Contributed Copy from OCLC Members	6,593	28%
OCLC ^o Held for Second Search	3,117	13%
OCLC ^o Sent for Final Manual Search	<u>2,455</u>	11%
TOTAL	23,324	
2. Serial Analytics: OCLC First Search		
LC Copy Found	316	33%
CIP	71	7%
Contributed Copy from OCLC Members	248	26%
OCLC ^o Held for Second Search	202	21%
OCLC ^o Sent for Final Manual Search	<u>122</u>	13%
TOTAL	959	
3. Second Search: OCLC (monographs)		
LC Copy Found	1,409	42%
CIP	0	0
PZ, K Classifications Incomplete (DLC)	2	0
Contributed Copy from OCLC Members	1,296	39%
OCLC ^o Sent for Final Manual Search	<u>642</u>	19%
TOTAL	3,349	
4. Combined Results from First and Second Searches - 27,131 total		
LC Copy Found	10,116	37%
CIP	2,309	9%
PZ, K Classifications Incomplete (DLC)	532	2%
Contributed Copy from OCLC Members	8,137	30%
OCLC ^o Sent for Final Manual Search	<u>3,219</u>	12%
TOTAL Distributed to Other Sections	24,313	90%
OCLC ^o Held for Second OCLC Search	2,818	10%
5. Manual Searches Completed - 1,124 total		
Roman Alphabet Materials		
LC Copy Found	348	34%
Incomplete LC Copy Found	132	13%
No Cataloging Copy Found	<u>552</u>	53%
TOTAL	1,032	
Non-Roman Alphabet Materials		
LC Copy Found	69	75%
Incomplete LC Copy found	4	5%
No Cataloging Copy Found	<u>19</u>	20%
TOTAL	92	

CATALOG DEPARTMENT
 BINDERY/PREPARATIONS STATISTICS*
 July 1, 1979 - June 30, 1980

BINDERY

Budget	\$182,580.00
Spent	\$182,580.00
Pieces Bound	
<u>Journals</u>	6,457
Books	4,546
Theses	923
Mylars	3,886
Music	725
Documents	
Books	7
Journals	1,080
Oriental Coll.	
Books	903
Journals	417
Map Coll.	
Books	28
Journals	16
See also Misc.	
Special Coll.	
Books	95
Journals	111
See also Misc.	
Miscellaneous	
Atlas	81
Clamshells	6
Maps	10
Mylar Encapsulations	11
Newspapers	54
Restorations	87
Rushes	1,126
Special Cases	6
<u>PREPARATIONS</u>	
<u>Repairs</u>	
Old Books	3,104
New Books	967
Miscellaneous	
Pam-binders	4,722
Signs	64
Cut Pages	700
New Books needing special processing	
Music Collection	
Folders	1,511
Pam-binders	1,426
Hand lettering	811
Envelopes	258
Records	1,605
Reel to Reel Tapes and Cassettes	30
Special Collections	
Paper Jackets	640
Plastic Jackets	474
Film	8,278
Special lettering	2,524


*Statistics do not include labeling, pocketing or tattle-taping of new or reclassified books; or the lettering of countless microfiche.

Special projects include: training students from the Community Outreach program for the deaf; Planning for the new circulation system, barcoding and training on the new terminals.

ANNUAL REPORT
OF THE
HEAD OF THE LOAN DEPARTMENT
TO THE
ASSISTANT LIBRARIAN FOR TECHNICAL SERVICES
FOR THE
1979-80 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA


Wayne Mullin, Head Loan Librarian

I SUMMARY

Achievement in the face of uncertainty and change has characterized the Loan Department this past year. It has been a year in which a new circulation system came into use with job responsibilities for some staff changing in the process. I take great pride in the work of Loan staff during this past year.

ONLINE CIRCULATION Bid responses for the new circulation system were reviewed and on the second bid accepted. The contract was awarded to Geac Computers Inc. in March. Barcoding Project-- During Spring Break, the Main and Science-Engineering Libraries closed while staff affixed over 750,000 barcodes to the circulating collection. The support of the Library Administration of our plan to close and the ultimate approval of President Schaefer need to be acknowledged. The Loan Department also owes a tremendous 'thank you' to the over 300 career staff, librarians and student staff who worked together to accomplish the barcoding. Implementation--Hardware for the system was delivered on schedule in April and staff in Loan had an opportunity to 'play' with the system without the pressure to 'perform' in a real situation. By mutual consent of Geac and the University Library, starting date of the system was delayed five weeks to allow Geac to deliver a new version of the software. The first book was circulated on June 16. Although the formal Acceptance Test continues at this time, the first weeks of operation have gone well.

STACK MAINTENANCE Final statistics have yet to be compiled, but it is apparent that stack maintenance staff have shelved more materials the past year using less student staff hours than the year before. Utilization of student team supervisors has allowed us to make wage money available for other stack functions such as shelf reading.

II MAJOR STRENGTHS

This section is a repeat of the past two years. The major strength of the Loan Department continues to be the career and student staff. At a time when some job responsibilities changed and all were faced with having to learn a new circulation system, performance and attitudes remained very high.

It must be stated that the excellent support in the Wage Budget allocation plays a large part in the success of this Department. Our staffing by student assistants almost equals that of the career employees.

III MAJOR LIMITATIONS

It is a pleasure to say that if Loan is successful in redesigning our interface with the University's Accounting Office, we should be without major limitations the coming year. Turnover of career staff continues at a pace not to my liking, but is typical of other large departments in the Library.

IV FUTURE PLANS

ONLINE CIRCULATION During the next two to three months staff will continue to learn the various functions of the new circ system. Procedures are being rewritten and some staff will be assigned different responsibilities in line with their present job classifications, for the most part.

FINES AND ENCUMBRANCE OFFICE In July, the Fines Office staff began to collect fines and replacement charges in the Office. New procedures are being implemented in conjunction with Library and University Accounting Office regulations.

LOAN CODE Policy and procedural changes resulting from the new online circulation system make some changes necessary. The Loan Code will be rewritten and distributed before the end of the Fall Semester.

GEAC DATA BASE Staff will soon begin work upgrading information in the data base. They will work from verification and update forms completed during the Barcoding Project in March.

EXPANSION OF GEAC WITHIN THE LIBRARY Expansion of the system is expected during the coming year. Expansion into other Library Departments will call for even greater cooperation and coordination of Loan Policy and Procedures within the Library system.

LOAN DEPARTMENT CIRCULATION STATISTICS (PARTIAL) 1979/80

<u>Borrower Type</u>	<u>Circulation</u>
Special	44,676
Undergraduate	181,880
Graduate	108,644
Fac/Staff	63,795
Intralibrary	39,830
All types--manual	1,888
TOTAL	440,713

Reserve Book Rooms

Main Library	109,768
Science-Engineering Library	52,418
TOTAL	160,186

LOAN DEPARTMENT CIRCULATION STATISTICS FISCAL 1979/80

Total Circulation (excluding reserve)		500,847		
Borrower Type	AUTOMATED CIRCULATION	INCREASE OVER 1978/79	% INCREASE (DECREASE)	
Special	53,247	6,945	15	
Undergraduate	187,990	8,952	5	
Graduate	122,509	6,934	6	
Faculty/Staff	75,677	9,571	15	
Intralibrary	59,536	8,212	16	
Total	498,959	40,614	9	
	MANUAL CIRCULATION			
TOTAL	1,888	(5445)	(74)	

RESERVE BOOK CIRCULATION

	Circulation	Increase (Decrease)	% Increase (Decrease)
Main Library	160,186	36,673	29
Science Library	51,775	8,512	20
Total	211,961		

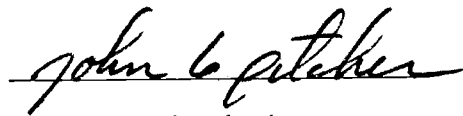
SECTION CIRCULATION (AUTOMATED/MANUAL)

Main Library	365,618
Science Library	135,229
Total	500,847

THE ANNUAL REPORT
OF
THE HEAD SERIALS LIBRARIAN
TO
THE UNIVERSITY LIBRARIAN
1979-1980

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

A handwritten signature in cursive script that reads "John B. Pitcher". The signature is written in dark ink and is positioned above the printed name and title.

john b pitcher
Head Serials Librarian

I. SUMMARY

The past year has been a successful one for the Serials Department. A substantial infusion of funds in the student wages budget (a 30.5% increase) allowed us to remain current with the check-in of periodicals nearly all year, the exceptions occurring during the final examination periods. Extra money, however, was gained due to a five-month absence of a staff member. The funding of a temporary professional position filled the Department's critical need to handle those portions of the acquisitions and cataloging sections' functions which were not being met due to lack of staff.

Several projects were undertaken during the year. Over 2000 periodical titles which had been purchased either on a direct subscription basis or through one of many vendors were transferred to the account of one major vendor, which will simplify accounting procedures and will eventually lead to a more uniform and efficient claiming system. A project to encode and input into the University of Arizona Union List of Serials those serials and periodicals still classed in the Dewey Decimal system (about 4000 titles) was completed. With the cooperation of the Public Services departments, the processing of R&R material was halted for a six-month period and the time gained spent on the processing of various backlogs which had been expanding. As a result, most of the backlogs were significantly reduced and routine processing became more manageable and timely. A project to re-classify microforms from several classification schemes used in the past to the three major categories now in use was begun and should be completed within the next year.

Procedural changes implemented this year include: 1) modifying the flow of cataloging information in order to decrease the time required for changes to be reflected in the Union List of Serials; 2) modifying the claiming routine to allow for more timely and consistent claims; 3) designing a multi-part claim form which will provide an automatic reminder should a claimed item not be received; and 4) standardizing the treatment given problem referrals from the Catalog Department.

Badly needed work-space in the Current Periodicals, Newspapers, and Microforms area was created this year with the extension of the counter. Microfilm and microfiche reader/printers were installed in CPNM, relieving staff time previously needed to check out material for duplication elsewhere. The addition of two new electric typewriters eased staff demands for typewriters, but the Department is still burdened with several barely-functional manual and older electric typewriters. The addition of two additional OCLC terminals in Technical Services alleviated pressure for terminal time. The re-location of one OCLC terminal and the planned re-location of the CADE terminal will provide easier access to these terminals by Serials Department staff. The floor plan of the Department was changed, providing for a more logical progression of material through the Department as well as creating a more open and unified work area.

II. MAJOR STRENGTHS

The major strength of the Department is again its staff. A number of time-consuming projects have been completed this year, none of which would have been possible without the extra effort given by the dedicated members of the staff. They have willingly undertaken these projects in addition to their normal workload and they have helped devise and implement several procedural changes which were necessary.

The availability of sufficient funds with which to purchase serial and periodical literature is of course another strength. With the additional staff budgeted for the next fiscal year the Department will be able to process as well as afford material of the type and quantity necessary for a major research library.

IV. MAJOR LIMITATIONS

The major limitations section of the annual report of the Serials Department has been concerned with the lack of adequate staffing for the past few years. This year it was announced that three new positions (one professional, one Library Assistant I, and one Library Clerk III) have been assigned to the Department beginning with fiscal year 1980-81. The additional staff will allow the Department to maintain and expand its services to meet demands placed upon it.

A limitation with which we must still cope, however, is the inaccuracy of serial records. Shortages of staff in the past necessitated short-cuts in the maintenance of serial records which will hamper efforts to manage the serial collection properly. The increase in staff will perhaps allow us to begin to verify past records, but it will be a slow process.

Another limitation is the extent to which the Department is dependent on student assistants to do work which is comparable to that done by members of the career staff. Since the students tend to work for the Department on the average less than a year on a part-time basis, they receive less training and experience than would a staff member. Their work is intimately involved with the permanent serials records, consequently more variations in format and errors are likely to appear on those records.

V. FUTURE PLANS

The Serials Department is in a transitional phase. For several years the Department's staffing allowed it to barely maintain necessary functions. With additional staff it will be possible to initiate procedures which were impossible in the past.

The addition of one staff member in the acquisitions section will allow the Department to adequately monitor and maintain the serial collection. Order slips for serials on order will soon be filed in the public catalog to alert patrons and staff of titles which have been ordered. The claiming procedure, which has been improved somewhat this year, is still in need of refinement. The consolidation of direct-order serials with one vendor will begin this year.

The Guide to Microforms in the University Library, last issued in 1976, is currently undergoing revision and is scheduled to be reprinted in late summer. A change in its format will allow it to be updated semi-annually rather than completely reprinted each time it is issued.

Bibliographic information for microforms currently being cataloged is being included in the GEAC data base; a useful project for the future would be to include that information for previously cataloged items and affix bar-codes to microforms to save staff time currently required for the circulation of microforms.

Emphasis will be placed next year on developing procedures to include information on material which has been newly cataloged or recently added to the University of Arizona Union List of Serials in a more timely manner. The call number sort, which will be a valuable tool for both collection development and public service needs, has still not been added to the capabilities of the automated Union List; efforts will continue to be made to gain that capability.

A long-range goal of the Department is to carefully study emerging automated serials control systems. Automated systems appear to be the only manner in which the control of serials can be broken away from our present labor-intensive, paper-bound methods.

SERIALS DEPARTMENT STATISTICS
16 June 1979 - 15 June 1980

CATALOGING SECTION

Titles cataloged

Hits	2,303
Original	446
non-OCLC	<u>91</u>
Total	2,840

Volumes added

New titles	1,505
To existing titles	<u>16,631</u>
Total	18,136

Microforms and miscellaneous media

<u>Cataloged</u>	Titles	Units
Microfilm	177	2,981
Microfiche	60	12,215

Added to existing titles

Microfilm	4,407
Microfiche	20,231
Microcards	3,699
Tape cassettes	12

Reclassification

Titles	Volumes
659	2,261

Withdrawals

Titles	Volumes
92	1,254

SERIALS DEPARTMENT STATISTICS
16 June 1979 - 15 June 1980

ACQUISITIONS SECTION

Orders placed

Periodicals	618
Serials	604
Backfiles	417
Replacements	577
Book continuations	209
TOTAL	2,425

Processing statistics

Physical pieces processed 101,940

UNIVERSITY OF ARIZONA UNION LIST OF SERIALS

	number of records* 6/30/79	added 1979/80	number of records 6/30/80
Serials**	12,015	3,131	15,146
Analyzed serials	1,497	22	1,519
Periodicals	12,901	369	13,270
Continuations	1,273	180	1,453
Newspapers	440	14	454
TOTAL	28,126	3,716	31,842

Current subscriptions and standing orders

	as of 6/30/79	added 1979-80	as of 6/30/80
Titles	17,512	1,099	18,611
Total (includes multiple copies)	18,506	1,171	19,677

* number of records is not equivalent to number of titles due to successive entry cataloging

** includes looseleaf material