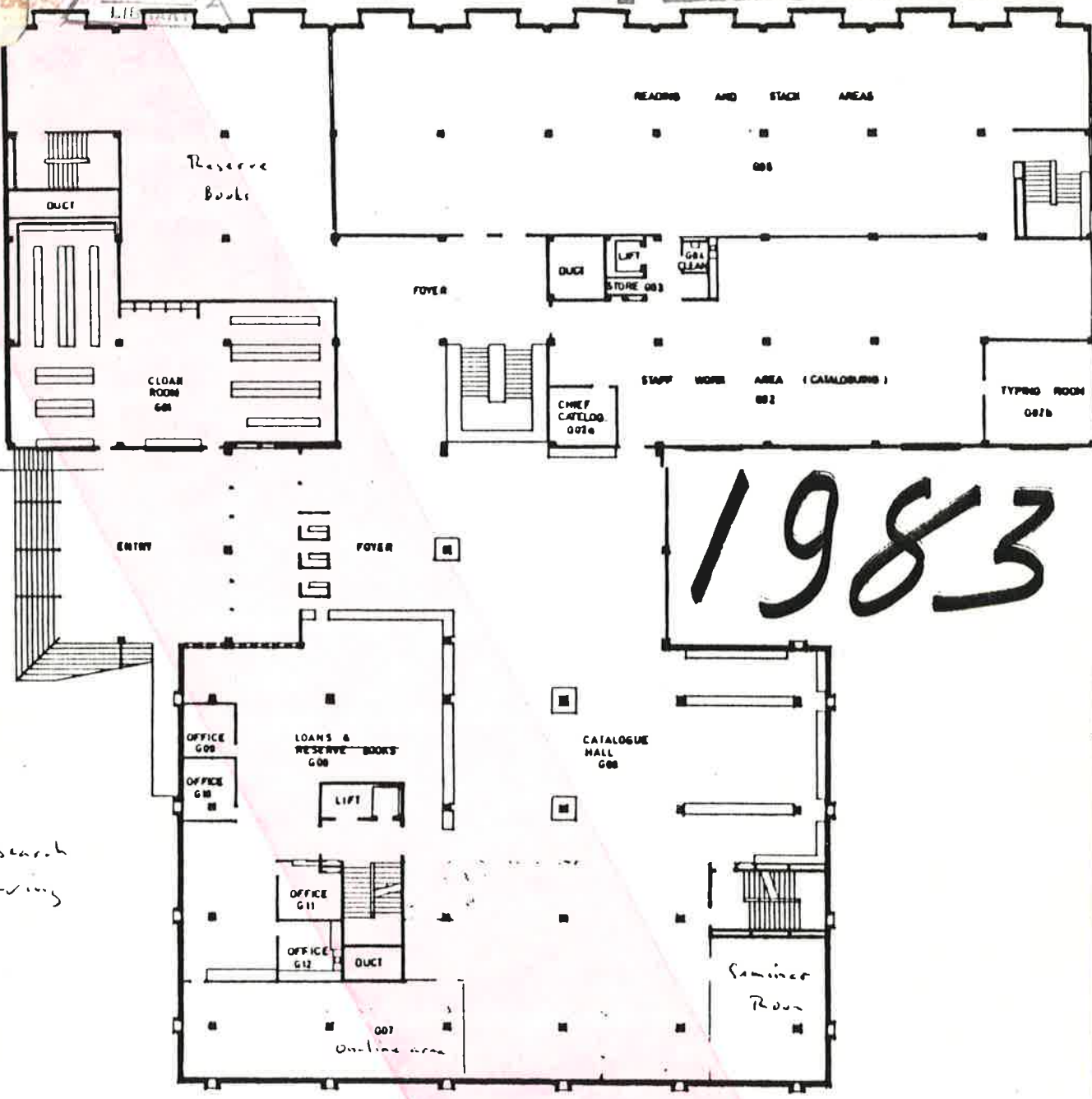


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PAMPHLET BOOKS
21. AUG. 1987

PERIODICALS

Underground
Wings



Research
Wings

GROUND FLOOR PLAN

MONASH UNIVERSITY

CENTRAL LIBRARY



Annual Reports

MONASH UNIVERSITY LIBRARY
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LIBRARY

Librarian: Mr. T.B. Southwell, B.A. (Syd.), A.L.A.A.

It was a difficult year at every level. Money was short, and the dramatic devaluation of the Australian dollar in March made it shorter; the resulting restraint on book purchases and especially the cancellation of periodical subscriptions placed a considerable strain on relations between the Library, its User Committees and its users, as all were forced to make decisions contrary to their own interests. Two hundred and forty-five periodicals titles were closed off during the year - some in order that more favoured one could be ordered but most, simply in order to save costs. Library staff numbers were reduced for the fifth year in succession from a peak of 210 down to 178, and this in spite of a more sophisticated and demanding population, and new areas of work, such as on-line data-base searching. The situation was made worse by the resignation, to move to other positions, of two senior members, (and the inevitable delay in replacing them) and the long service leave of a third. It is becoming clear that the present staffing level is hardly adequate to maintain an acceptable service.

Intake of new books fell slightly from the previous year, but about the same number (32,234 as against 31,114) were catalogued. Including periodical and microform volumes, and taking account of withdrawals, stock increased during the year by 49,566, to a total of 1,165,442 volumes, as well as 1461 other items, films, video and audio tapes etc.

For several years production of the Library's microfiche catalogue had been handled by an outside contractor, as part of a union catalogue operation run under the control of CAVAL (Co-operative Action by Victorian Academic Libraries). With the advent of the Australian Bibliographic Network, an on-line cataloguing system based on the National Library, many of the CAVAL libraries saw this as a better alternative. The regional union catalogue was itself entered into ABN, and the libraries concerned thereafter carried out their cataloguing operations on-line to Canberra. CAVAL provided the training and support function. Monash was conscious that there were problems of governance, of aim, and of systems development, and felt that the time was not ripe to join ABN, but rather to continue with the existing contractor, who was developing an on-line system of his own.

In the event, a company takeover of the contractor resulted in a change of policy regarding development and the on-line system is not to be. We are disappointed, and worried as to the future but we continue to use the batch system for the moment.

Meanwhile, our own work was advancing on several fronts: a specification group drawn from all across the Library worked on the redesign of our in-process system, and this was largely written and partly in operation by the end of the year; another group was producing specifications for an on-line catalogue, as a logical development from the in-process system; experiments were conducted with the data retrieval package called STATUS, encouraging enough that an operating license was negotiated; and a project was carried out jointly with HEARU, to design a friendly and easily usable enquiry module, the part of the system the public could be expected to use. The whole complex has been named SESAME (not an acronym); we believe it will give details for users in and out of the Library, by terminal, of all the books catalogued, in process, on order, or in special collections, of which the Library has records. We look forward to it with a sense of excitement. This is a chance to bring together the various ad hoc arrangements which have inevitably developed over the years.

The year saw the end of joint data collection, for circulation purposes, with the Rusden and Burwood campuses of Victoria College. The College still uses the Library's programs and the Computer Centre's computer, but now runs its own data collection network.

Loans for the year fell slightly in the Humanities and Social Sciences Library and in the Biomedical library and its sub-branches, but rose in Hargrave and Law. Overall, loans rose from 639,917 in 1982 to 649,991. Inter-library loans fell once again from 25,151 to 23,355; borrowings from other libraries rose slightly, from 6439 to 7244. During the year, the Library Association of Australia, which administers a voucher system allowing libraries to pay for photocopies supplied in response to inter-library requests, increased the agreed price of a basic photocopy from one dollar to three, a slightly more realistic figure. It will be interesting to observe whether any changes in the pattern of traffic will follow.

Two staffing changes have been mentioned, but deserve special mention: Ms. Moria MacKinnon resigned her position as Humanities and Social Sciences Librarian to become Director, Information Sciences Division, of the State Library of Victoria. She has been replaced by Mrs. Ho Chooi-Hon, formerly of the National University of Malaysia and Chisholm Institute. Mr. Bruce Davidson, Deputy Hargrave Librarian, has become Deputy Parliamentary Librarian of Victoria. His position has been taken by Mr. Leigh Oldmeadow.

The Library benefited to the extent of 4648 volumes as gifts from various donors, to whom our gratitude must be expressed. Notable among these was a collection of 1123 volumes of Australian children's literature, collected by Mr. Lindsay Shaw. The Swift Collection was enhanced by the purchase, thanks to the Friends of the Library, of an extremely scarce title, Swift's A Meditation upon a Broomstick, as well as several items from Miss Radcliff of Phillip Island, relating to Swift and an Australian descendant. A delightful facsimile, in an extremely limited edition, of Blake's Songs of Innocence & Experience was added to our already fine collection, from a donation by Mrs. Prudence Myer.

To these donors, and to all others, friends, students and graduates, who have supported the Library so generously, go our continued thanks. Especially we must thank the Parents' Group, whose support is always so welcome, and who, recognizing the Library's difficulties this year, especially in the Hargrave area, gave even more generously than usual.

ACQUISITIONS DEPARTMENT

ANNUAL REPORT 1983

1. General.

The major development for the year was the implementation of phase 1 of the Monash In-Process (MIPS) System. Much development work of a minor nature took place in fact, after commencement and was implemented in the course of the year.

Simultaneously phase 11 (on-line) MIPS development proceeded based on deliberations of the Acquisitions System Specification (ASS) Group in conjunction with its own sub-groups and other groups elsewhere in the library. Hopefully, phase 11 will be ready early in 1984.

The introduction of MIPS called for a significant training program, and resulted in significantly changed orders preparation and production procedures. It also required a broader-based back-up staff for file-control work. The continuous and capable assistance provided by the EDP Section, especially Alan Ramadan, in the implementation of MIPS must be acknowledged. On the other hand it must be noted that a number of delays and faults could have been avoided if the staff establishment of the EDP Section had not been so downgraded in numbers.

2. Activities.

No major developments besides MIPS occurred during the year. Ordering remained at a level comparable to preceding years, with a total of 28,587 transactions (1982: 31,887; 1981: 29,499); the slight decline possibly reflecting a small decline in scholarly publishing.

An innovation was the inclusion of Monash theses in the current orders file closing another gap of previously unrecorded material.

The range of materials ordered widened with the establishment, after a long delay, of approval plans for Spanish and French books, a new Ukrainian approval plan, and an increase of orders for Modern Greek in part due to receipt of an extra grant. These developments placed heavy demands on all staff.

As reported in the previous Report, the number of purchased gap fillers for current periodicals subscriptions remained relatively high at approximately 500, representing a considerable commitment in staff time but increasingly also in terms of book funds.

Approximately 150 standing orders for series for the Hargrave Library were cancelled as a cost-saving measure, 192 new standing orders for the entire library were placed (1982: 184). A total of 3388 standing order items were received representing 11.85% of total book intake.

A number of staff participated, from October onwards, in an operation involving the transfer through gift or sale of the "weed" collection of superseded textbooks. This involved the preparation and distribution of sale lists to a large number of libraries. It is hoped to sell a significant percentage of the collection of approximately 12,000 volumes besides donating 2,000 to various Thai university libraries.

On several occasions during the year the department fell behind due to staff shortages, and serious backlogs occurred, notably of monograph orders. At year's end these had largely been eliminated.

3. Gifts.

Some 5,665 gifts were received of which 4,648 were retained, the balance were made available to several visiting librarians and the Monash Parents' Group for their annual booksale. Amongst the gifts stands out a major collection (1,200 titles) of childrens' books put together by Mr. Lindsay Shaw of Monash University's Academic Registrar's Dept.

4. Staff.

The establishment rose to 21 representing 19.86 EFT positions. The slight increase over 1982 (19.26 EFT) was due to the transfer in mid-1983 of S.Lemon (typist, full-time) from Technical Services (unattached) and marginal increases in fractions of two staff due to other staff savings. One staff member (C.O'Reilly) proceeded on Long Service leave (August - October) and was partially replaced by a part-time casual (J.Weber). Resignations: M.Gittens (25 August) New appointment: J.Clayton (23 August).

5. Miscellaneous.

a) Visitors.

During the year the Department received visits from its main suppliers including James Bennett Pty.Ltd. (Sydney), John Coutts (Canada, U.S.), D.A.Books (Melbourne), University Microfilms (U.K., U.S.), Research Publications (U.K., U.S.), Saur (Germany) and several others.

b) Fieldwork.

The Department played host to an unusually large number of librarianship students, totalling nine, from Ballarat, Bendigo and Melbourne C.A.E's, R.M.I.T. and Monash Graduate School of Librarianship. While a burden on the staff of the Department it was felt to be an important and worthwhile activity.

c) Seminars.

Two staff attended professional conferences as official participants. V.Weohner attended the O.M.S. Advanced Management Institute organized by the LAA and a number of major libraries. J.Davis attended the VALA National Conference on Library Automation.

d) New Printer.

After a long wait a new GE 3400 Printer was installed in a specially constructed sound-proof room, providing the Department with a high-quality printer for orders and eventually word processing needs.

6. Conclusion.

In terms of staff effort and general performance, 1983 was an excellent and rewarding year. The staff responded with enthusiasm and patience to the introduction of the MIPS system. Most improvements made to the system and other procedures were exclusively team results.



V. Wehner
Acquisitions Librarian

January 17, 1984.

CATALOGUING DEPARTMENT

ANNUAL REPORT 1983

For the Cataloguing Department, 1983 was a year of hard work, fewer changes than in recent years, but with the frustrations associated with the batch system. We are still "blamed" in some quarters, for the introduction of the 19th edition of Dewey, the second edition of the Anglo-American Cataloguing Rules and the aforementioned batch system imperfections! In fact, of course, the Cataloguing Department is the victim, rather than the instigator.

Since March 1983, we have been dealing with Libramatic, with no intervention from CAVAL, and our own database. The great advantage of this, is that we have not needed to spend time correcting other libraries' errors in order to add our holdings. The chief disadvantage is that we cannot add to the large CAVAL database by just a one-line copy insert. Now, a whole coded sheet is necessary for the same operation, which of course, takes a great deal more time. Therefore, to have catalogued only 2023 fewer items than last year, is a very creditable feat. We also catalogued many more items requiring local records during 1983, including the first consignment of Chinese material.

The chief frustration of the batch system both for the Cataloguing Department and Reader Services, is that there are over 12,000 fully catalogued books which are on the shelves, but which still appear in the Current Order File as part of the cataloguing backlog. These records are represented in an alphabetical card file in the Cataloguing Department. The cards are filed as soon as the book is catalogued, but for some items there is a delay of many months before the records appear in the microfiche catalogue and are removed from the Current Order File. The slowest are local records punched on the cumbersome CMC machine. The quickest - those catalogued from MARC records - usually appear in two months.

A recent improvement in procedure has been the re-ordering of MARC records for the older items in the backlog, for which no MARC was available when the books were received. This has resulted in about a 90% hit rate, so clearing this category has speeded up very much, thus saving Cataloguers' time and effort in doing local records.

Necessary authority work takes an inordinate amount of time, chiefly due to the fact that Libramatic have not so far been able to extract Monash authorities from the CAVAL file. Also various procedures which should work, do not.

Precataloguers cleared the cataloguing backlog from the fifth floor and arranged the backlog more efficiently in the basement. This meant a great deal of heavy physical work which was tackled willingly. Apart from having no backlog on the fifth floor there are at present many empty shelves in the basement.

Two recently qualified Technicians have begun MARCprint cataloguing as part of their duties - this utilises their training and helps the Cataloguers.

The provision of cataloguing for urgently requested books went on as usual and 530 requests were satisfied. On investigation, quite a few others were located in the file of items already catalogued.

One hundred books were urgently requested from the Hargrave Library and only one is not yet located. 587 books, etc. were catalogued for University Departments.

As usual, there is a list of tasks which take an excessive amount of time from the Department's main function:

- i) The duplication of Plessey badge numbers meant that thousands of Plessey numbers on books had (and still have) to be checked for duplication either before or during cataloguing. This involved Cataloguers, Precataloguers, the Inventory Unit and Punch Operators, and should have been completely unnecessary.
- ii) Nearly 15,000 weeded books were dealt with by two casual workers, who needed supervision and help with queries by members of the Inventory Unit.
- iii) The transfer of thousands of books from one location to another, at the request of Reader Services staff, took up almost all of one Cataloguer's time.
- iv) The never-diminishing stream of duplicate books ordered in error, wastes a great deal of time. Often, the duplication is not discovered until the cataloguing of the item is almost completed.

Cataloguing staff members have taken part in many library-wide activities, among which are:

- i) Two senior Cataloguers are members of the On-Line Catalogue Group and various of its committees.
- ii) A senior Cataloguer has been responsible for training undergraduate and graduate library students. He was invited to a discussion on curricula and course assessment at R.M.I.T.
- iii) Several Cataloguers assisted Reader Services during Orientation Week.
- iv) The Japanese Cataloguer spent several days each month in ordering Japanese material, checking it on arrival and dealing with all the correspondence. She is also helpful to Reader Services with Japanese queries.
- v) A senior Cataloguer resolves the many problems Reference staff have with catalogue anomalies resulting from the card and fiche catalogues and also the differing rules and classifications.

The retrospective conversion of mathematics books to the M.O.S. scheme and to the microfiche catalogue progressed until the available money ran out in April. Almost 4000 titles were dealt with in this way. Although this work was done by a contract Cataloguer, Department staff did the data entry, checking, etc. necessary.

The exchange of a Cataloguer with a member of the staff of the Biomedical Library on one day a week for a large part of the year has brought great benefit to both the Cataloguing Department and the Biomedical Library.

Members of staff were released to attend several conferences and seminars, notably the ABN Conference and the VALA Conference.

During the year a bad number clash in the 18th and 19th editions of Dewey was discovered. This meant not only that books on elections in Italy would be interfiled with elections in Victoria, those of Greece next to Papua New Guinea, etc., but specific topics took over from countries. It was therefore deemed necessary to revise 208 books, change them in the Inventory and input to the microfiche catalogue.

The Cataloguing Department was visited by Petra Fogarty, Chief Cataloguer of the Library of the University of W.A., during the ABN Conference, for an exchange of views and information. Another visitor was a Thai librarian from Bangkok, to discuss the level of automation desirable for Thailand.

Since I shall have left the Library before my report for 1984 appears in January 1985, I should like to express now my appreciation to the splendid team that is the Cataloguing Department staff. Also for the unfailing support and good humour of the Technical Services Librarian.

A handwritten signature in cursive script that reads "Barbara Tapply". The signature is written in dark ink and is positioned to the right of the main text block.

Barbara Tapply
Cataloguing Librarian

17th January, 1984.

HUMANITIES AND SOCIAL SCIENCES LIBRARY

ANNUAL REPORT, 1983

1. Introduction
2. Organization and staffing
3. Collections
4. Services to Individuals
5. Services to Groups
6. Other Services and Activities
7. Conclusion

Ho Chooi Hon
Librarian, Humanities & Social Sciences

1. INTRODUCTION

1983 has been an unusually busy and difficult year. Staffing levels have been severely eroded over the past few years and in order to maintain a high standard of reader services, most staff have been working under extreme pressure whenever there is depletion in numbers due to sickness, long service leave, or resignations. In the latter part of the year, the problem was exacerbated by several factors, namely, the extended gap between the departure of Moira MacKinnon in June and my eventual assumption of duties in mid September; Vivien's overseas trip in August; the partial secondment of Neil to cover Adrian Turner's duties when he was on long service leave from July-October; and a spate of emergency illnesses. Staff have coped remarkably well and should be commended, particularly for their cooperative spirit and conscientious efforts in servicing all information points during the crisis periods.

2. ORGANIZATION AND STAFFING

The attached organization chart reflects the minor changes in staff organization made this year.

There were a number of changes of staff:-

- . The Student Reading Section had four new staff members - Val Dutton, Pam Harrison, Lesley Stone and Linda Twite (replacing Dinah Leigh-Smith and Thea Vinnicombe both of whom resigned, and Jackie Bourne and Julie Bailey who transferred to the Music Library and Circulation Section respectively). Unfortunately at the end of the year, we lost Pam Harrison to family commitments.
- . We were sorry to lose Marianne Kuyper from the Music Library who resigned for personal reasons.
- . Rare Books section lost the services of Mrs. Dewar when she retired at the beginning of the year.
- . In the Periodicals and A/V section, Michael Stavrou transferred from Circulation to Periodicals. Olwyn Prior replaced Mal Mitchell (who transferred to Government Publications). Rozie Horvat became part-time in the middle of the year.
- . In Circulation, Carol Kempe was appointed in late October to replace Julie Bailey. Monty retired after many years of dedicated service.

- . On the Attendants staff, Bob Bennett retired and was replaced by Bernie Plunkett. The end of the year saw the retirement of another valued staff in the section, Wes Bell.
- . Professional staff - Carmel Linehan (Reynolds), Gayle Whyte and Jackie Osborne all took on additional duties as subject librarians. Jean Newby resigned for personal reasons in September and was replaced by Jeffrey Bender in November. Neil assumed additional acquisitions responsibilities during Adrian Turner's long service leave (July-October). During this period of constant staff changes, part-time casual staff were employed to help cover the rosters.
- . The Donald Cochrane Library suffered a series of staff changes following the resignation of Stephen McMahon who was finally replaced by Athol Yates. Mrs. Gloria Poole resigned and was succeeded by Ms. Judith Worcester on a part-time basis.
- . During the year there were four marriages in the Branch - Jeni Fernando became Mrs. Fernando Yarde, Jean Warren became Mrs. Newby, Angela Nasi became Mrs. Martys and Olwyn Prior became Mrs. New.

3. COLLECTIONS

The necessity to conduct a stocktake of the Research Collection and the Reference Collection increases each year. However, such a task can only be done with additional staff resources as a special project. This was just not possible in 1983 in view of the many other priorities.

3.1 Acquisitions

There is a slight decrease in the rate of acquisition of stock for the Humanities and Social Sciences Collection over the previous year.

YEAR	TOTAL VOLUMES				TOTAL INCREASE IN YEAR	PERIODICAL TITLES RECEIVED
	Monographs	Periodicals	Microforms	Total		
1981	500,077	95,840	118,367	714,284	24,197	7,090
1982	523,580	99,137	124,800	747,517	33,233	7,103
1983	544,502	102,534	131,554	778,590	31,073	7,029

Table 1. H. & S.S. Acquisitions, 1981-1983

3.2 Access to collections

We have completed the compilation and indexing of a guide to Special Collections in the Humanities and Social Sciences Library. This is scheduled for publication in early 1984. The guide should greatly enhance access to the valuable collections which are not listed in the card and microfiche catalogues.

After much effort the Microforms List has been updated, and it is expected that this publication will also be available in early 1984.

The problems associated with the pamphlet collection are ever present and a start has been made in improving the poor accessibility to this important collection.

At the beginning of the year, work commenced on producing a new Film Catalogue which is now at the printers.

In view of the inadequacies of the Periodicals Currently Received a committee is looking at the possibility of improving its coverage, in particular government publications.

3.3 Periodicals

The cataloguing backlog has been further reduced this year, only 20 titles were awaiting cataloguing at the end of 1983 compared with 24 titles at the end of 1982.

The proposed periodicals cancellation exercise due to library budget cuts was initiated in June. Final decisions as to which titles we could manage best without will have to be made early in 1984.

3.4 Government Publications

The collection continues to increase rapidly mainly due to the AGPS (Australian Government Publ. Service) and ABS (Australian Bureau of Statistics) deposit schemes. The Victorian Parliamentary Library donated the British House of Lords Papers and Bills, 1837-1966, as well as the New Zealand Government Gazette 1865-1983.

The collection is increasing at the rate of about 9,000 items per year, and the lack of growth space has become a pressing problem.

3.5 Rare Books

In 1983 the collection grew from 19,913 volumes to 20,260 volumes. This figure does not include large numbers of books waiting for transfer from other sections of the Library. This growth includes 115 theses and 72 publications by Monash staff. Shortage of space remains a problem.

Gifts

Our thanks go to the Friends of the Monash University Library for their continued support, especially for their purchase of an extremely scarce and important item for our Swift Collection - Swift's A Meditation upon a Broomstick ... London, E. Curll ... 1710.

The Library was fortunate to receive six more items for our Swift collection through the generosity of Miss Radcliff of Phillip Island. These include:

1. A manuscript diary for 1864, kept by Edmund Henry Lenthal Swifte during his first 10 months in Ballarat.
2. Q. Horatii Flacci. Opera. Dublinii G. Grierson, 1721.
3. Liturgia seu liber precum communium, et administrationis sacramentorum . . . Ecelesiae Anglicanae . . . Psalterio seu Psalmis Davidis ... Londini, Apud Sam. Mearne ... 1681.

Our Blake Collection has been enhanced by Mrs. Prudence Myer's donation of Songs of Innocence and of Experience produced in 1983 by the Manchester Etching Workshop in a limited edition of 40.

Miss Dora Elizabeth Burchill, who endowed the Elizabeth Burchill Room, has presented us with her collection of correspondence, manuscripts, photographs and numerous other items of memorabilia.

The Library was able to purchase with the help of the French Department an important collection of French publishers' catalogues and announcements dating from about 1765-1811.

3.6 Southeast Asian Collection

A reference guide to South East Asian material was completed and copies distributed to the Centre of South East Asian Studies.

4. SERVICES TO INDIVIDUALS

4.1 Reference

Rearrangement of the reference team roster has allowed the reference desk to be staffed continuously from 9 am to 10 pm, except for ^{weekend} lunches, and the first hour on Friday mornings which had been set aside for communication and continuing education.

The volume of business necessitated rostering three staff members between 10 am - 4 pm and two at other times.

Recording of reference statistics can never be accurate because of the difficulty of recording during busy periods. The use of a mechanical counter made this task easier as reflected in the more accurate figures for 1983:-

1981	1982	1983
33,154	28,293	40,404

Table 2. H. & S.S. Total Reference Desk Enquiries

Lengthy in-depth queries totalled more than 3,200. Analyzing lengthy reference queries by subject area, the following areas had the greatest number of in-depth inquiries in this order:-

History, Education, Economics, English,
Government Publications, Accounting, Visual Arts.

4.2 Computerised Information Retrieval Services

118 searches were performed on-line over 58 bibliographic data bases. The pattern of data bases used remains the same as for previous years - ERIC was by far the most heavily used and DIALOG the most heavily used system.

	No. of files accessed	No. of Log ons.	Connect Time
DIALOG	47	402	42.5 hrs.
AUSINET	10	88	13.0 hrs.
ORBIT	1	1	.5 hr.
TOTAL	58	491	56 hrs.

Table 3. H. & S. S. Online Searches: System Usage

This year there has been a slight reduction in the number of formal (charged) searches but this has been offset by the growth in the use of a second terminal located at the reference desk for 'ready reference' enquiries. Ready reference enquiries have been defined as those which can be satisfied in under 8 minutes connect time using an external database and not involving offline printing of the search results. There is no charge for this service which is part and parcel of the normal reference service.

The following table provides details of the 146 searches made from the introduction of the service in mid-June to December:

System	No. of queries	Connect time
AUSINET	40	224 mins
DIALOG	106	361 mins,
TOTAL	146	585 mins.

Table 4. H. & S. S. Online Ready Reference Service June-Dec. 1983

As anticipated, the main problem experienced has been the inability to use online services during busy periods on the reference desk.

We now have a user password for dial-up access to ABN. Four staff members attended the ABN bibliographic enquiry training session. Other staff members will be trained in 1984.

In view of the rapid changes in the field of online searching, there is a real need to review the role of subject librarians in computerised information retrieval services.

4.3 Periodicals, A/V

The increase in enquiries has been largely due to an increased demand for taped lectures. This has resulted in an increase in tape breakdown. In reviewing the system, it was decided to play the tapes at a central console from 1984.

	Enquiries for Periodicals	Restricted access items	Newspapers	A/V Items	Tapes Issued	Rare Books	Directional	Total
1981	5,651	3,143	1,531	1,901	15,605	563	1,279	29,673
1982	5,379	3,848	1,855	1,433	12,628	372	2,715	27,448
1983	5,081	2,678	1,155	1,710	16,162	465	1,936	29,187

Table 5. H. & S. S. Enquiries at Periodicals-A/V Information Desk 1981-1983

Photoreproductions

Due to increasing costs, charges were increased from 15¢ to 25¢ for fiche to paper reproduction, and from 20¢ to 25¢ for fiche to fiche reproduction .

4.4 Government Publications

The trend for enquiries is still the same - about two-thirds were for Australian materials, more than one third of all enquiries are for statistical information. The new location of the office, and the provision of an Information desk is a good start but is not yet properly staffed to maximise this service point.

4.5 LOANS

After a difficult first half year with the changeover to PBS, the second half year ended on a much happier note. PBS has proved far more reliable in the recording of transactions than Plessey.

Over the years, the number of items returned illegally has grown. This year, about 1,000 problem books were located on the shelves. A solution to this problem is actively being sought.

For the second year running, there is a decline in borrowing:-

<u>Year</u>	<u>Total Loans</u>
1979	379,574
1980	400,382
1981	415,433
1982	387,436
1983	376,703

Possible reasons for the decline include the increased fines, the extremely heavy borrowing pattern of student reading and the dramatic increase in photocopying (2.77 million copies in 1983 compared to 2.17 million copies in 1982).

4.6 Inter-Library Loans

There is a noticeable trend of a decline in the demand for books and photocopies:

	1981	1982	1983
Items wanted	2782	2248	2205
Items obtained	2612	2461*	2294*
Items lent ex-Monash	6294	5563	5762

Table 6. H. & S.S. Inter-library Loans 1981-1983

* Discrepancy allowed for by requests carried over.

During the period when Connie was on Long Service Leave Bet May and Betty Brumby coped extremely well in meeting the demands of the users.

5. SERVICES TO GROUPS

5.1 Student Reading

The position of a full-time coordinator was introduced in 1983 and has smoothed the day to day running of the section. The coordinator's job was particularly necessary given the change to a "supermarket" Reserve room and the initial difficulties with the supply of the new microfiche Student Reading List. While there were several complaints about the disappearance of course lists, the complaints have eased off as students have adapted to the new system.

The volume of transactions was much higher than the original estimates, hitting peak transaction rates of 200 per hour. In the short term two remedies were found:

1. Reducing rostered times to one hour slots at peak periods.
2. Locating two photocopiers in the reserve area.

The reserve collection comprised some 8200 books and well over 19,000 photocopies by the end of the year. Each day about 1300 people pass through the Reserve desk control point. Student Reading coped extremely well with these pressures.

Security remains a problem. More than 200 photocopies were stolen and about 100-150 books damaged.

Attendants have significantly improved their shelving effort in Reserve this year which is much appreciated.

The perennial problem of getting lists in from lecturers in time to process them ahead of student use is still a barrier to work and client satisfaction. At the end of the year a circular letter was sent to all teaching departments requesting their cooperation. Until the S.R.R. file is online and borrowing is file dependent, there cannot be much improvement in the timeliness of this service.

5.2 Reader Education

In 1983 a re-allocation of responsibilities among professional librarians was made as follows:

Accounting, Admin. Studies	Vivien Nash
Anthropology, Sociology, Social Work & Music	Jeni Fernando Yarde
Classics, Ancient History	Jackie Osborne
Economics, Statistics, Economic History	Carmel Linehan (Reynolds)
Education	Jean Newby (Jan.-Sept.) Jeffrey Bender (Nov.- Dec.)
Geography, Visual Arts	Tricia Naish
History	Neil Renison
Humanities, Psychology	Robin Lenan
Politics	Gayle Whyte

This re-allocation is an experiment and it is not certain that staff can sustain these extra duties, although most would find some advantage in them from a professional enrichment viewpoint.

Orientation

The Library Expo displays of 1981 and 1982 were used again this year and all leaflets had as minimal revision as possible. A new leaflet outlining the differences between the branch libraries has been drafted, arising out of a suggestion from the Talkback Board.

About 60 guided tours were provided during Orientation days on the quarter-hour, and continued in the evening and first weeks at less frequent intervals. Assistance from Technical Services departments is gratefully acknowledged. Staff have worked hard in the latter part of 1983 to revise the tape/slide and display programmes in preparation for the 1984 Orientation programme.

Elementary Reader Education

The workbook used experimentally in 1982 was not used in 1983 for a variety of reasons. With the exception of Geography classes, and History ones where new library packages were produced and were used by teaching staff, the use of the overhead transparency packages was discontinued. Instead, effort was put into extensive revision of the slide-tape programmes and into a leaflet explaining the relationship between reading lists and library use. This seemed more practical than

revising every library package which was required because of the changes to Student Reading lists and Reserve.

New efforts were made with Politics first year students and about 50% of Topic 1 and 2 students completed a basic library exercise and 20% voluntarily attended library tutorials in the May vacation. This new effort confirmed all the literature on faculty-library relations, and the relatively small gains for the energy expended underlines the costly nature of providing formal library instruction when staff resources are limited.

Later-year Reader Education

35 classes were given to second and later-year students compared with 56 over the same period in 1982. There is a lack of continuity in demand for some classes which reflects the important role that well-established personal rapport between individual lecturers and librarians plays before library programmes become identified as part and parcel of a teaching course. At the same time the need for library instruction is apparent in many more areas than we are able to reach or follow up. It is agreeable to note the exception of a continuing growth in library instruction for Education students.

The end of year review of the reader education programme has confirmed the need to increase the academics' awareness of library services as well as the importance of students acquiring basic information gathering skills.

6. OTHER SERVICES AND ACTIVITIES

6.1 Donald Cochrane Library

The 4th edition of Public Company Reports is in preparation and is expected to be published in early 1984. The creation of a computer file of the library's collection of Working/Discussion Papers is making slow but steady progress. Reader education seminars were given to fourth year and third year students.

6.2 Music Library

In 1983, the Library acquired 86 records - and 158 scores - substantially lower than 1982 acquisitions of 155 and 774 respectively. The backlog in cataloguing continues to be a problem.

6.3 Services for the Disabled

Services provided for the disabled include tapes of reading material and enlarged text. A total of six visually handicapped students made use of this service.

6.4 Fieldwork experience

During the year students undertaking studies at tertiary level were attached to various departments of the Library.

6.5 Staff Development/Professional Activities

Some staff members are upgrading their qualifications through part-time studies. This year two staff members completed their degrees at Monash - Diane Sandford (B.Sc. majoring in geology) and Jackie Bourne (B.A. majoring in music).

Some staff were freed to attend seminars and workshops during the year, in particular:-

- Dialog Introductory Training Session (1½ days)
- Ausinet Advanced Users Course (1 day)
- Freedom of Information Seminar (2 days)
- ABN Training Workshop on Library Automation (3 days)
- Inter-library Loans Conference (3 days)
- Conference of the bibliographical Society of Australia and New Zealand (3 days)
- State Library collection seminars (1/2 day)
- R.I.G. Business Information Seminar (1/2 day)
- A.R.L. O.M.S. Advanced Management Institute (4 days)
- VALA 2nd National Conference on Automation (3 days)
- Marketing and Information Services Seminar (3 days)

and made contributions to the literature of librarianship:

- M. MacKinnon, "Provision of information for current and retrospective needs: libraries and information provision", AIPA Vic. Reg'l Group/LAA Vic. Branch Seminar on Information and Technological Development, Melbourne, April 21, 1983.
- V. Nash, "Workbooks in library skills - palliative, panacea or placebo?", 3rd International Conference on User Education, Edinburgh, July 18-22, 1983.

Several staff members gave talks to librarianship students and other library visitors. Staff have also been active on the following

- committees:
- ACOST (Ad Hoc Committee on Staff Training;
 - LAGSA (Library Area Sub-Committee G.S.A.)
 - Ad Hoc Committee in Library Holdings and Acquisitions;
 - MIND (Meeting Information Needs on Disabilities)
 - Reference Interest Group Committee.

7. CONCLUSION

In the few months that I have assumed duties as H. & S.S. Librarian - (in effect less than three months) I have been impressed by the calibre of H. & S.S. staff. We are indeed fortunate to have a fine team of dedicated staff. However, it is also apparent that staff morale will suffer unless constructive measures are taken to alleviate the excessive workloads that have accrued, particularly at the service points. Apart from staff shortages, another pressing problem is the shortage of space in Government Publications and Rare Books. These are urgent issues that require immediate attention and hopefully will be resolved satisfactorily in 1984.



Ho Chooi Hon

20.1.84.

HARGRAVE LIBRARY.

COMMENTS FOR ANNUAL REPORT, 1983

1983 will be remembered as the year in which the acquisition of books and periodicals in the Hargrave library was drastically reduced in order to avoid a substantial projected shortfall of the 1983 Hargrave library budget. The draconian measures implemented to avoid a large fiscal deficit included:

- (i) The cancellation of all outstanding book orders from the previous year.
- (ii) A moratorium on ordering new books until late July.
- (iii) The cancellation of 139 standing orders for monograph series, representing a cut by 37% of the Hargrave library standing orders for monographs. The 37% reduction in the number of Hargrave library standing orders for works, followed an earlier 25% cut implemented 1982.
- (iv) Journal subscriptions were reviewed leading to the cancellation of 144 journal titles at an average subscription price of \$212.52 per journal title, representing an estimated total savings of approximately \$30,602. One Science and one Engineering department elected to pay for journal subscriptions which would have been cancelled in their field of interest, bringing the total savings on journal subscriptions to about \$35,000, or to 9% of the estimated expenditure on Hargrave library journal subscriptions in 1983.

Following the implementation of the above measures and after paying for the remaining standing orders and student reading, approximately \$11,000 was left free in 1983 for the purchase of new books in science and engineering. Many departments in the faculties served directly by the Hargrave library, responded to the lack of money available for new books by using departmental funds for ordering books for the Hargrave library. The continuing steep increase in the price of scientific and technical publications, not allowed for in the normal recurrent allocation for acquisitions, points to the need for supplementation of the budget on the basis of actual rise in the price of books and periodicals in the financial year.

SERVICES

The demand for information services remained similar to that in previous years, although at times, staff shortages made it impossible to keep the public service points in the Hargrave library manned. First term was especially difficult without a deputy Hargrave librarian and with two new staff in reader services.

REFERENCE AND COMPUTERISED INFORMATION SERVICES

During the year about 200 computer searches were conducted using the DIALOG, ORBIT, ESA-QUEST and AUSINET information services. The majority of searches were conducted to answer reference or bibliographic verification queries. This type of use has proved cost effective and is likely to increase next year as we begin to access ABN online.

READER EDUCATION

Formal classes were given to both undergraduate and post-graduate students on the use of information resources as part of their course-work. The level of demand for this service remained the same.

STAFF

Marion Dormer compiled a substantial bibliography entitled "Physics in Australia - 1983", which was published in the journal "Australian Physicist", and will be incorporated in the forthcoming book "Physics in non European Countries".

Marta Chiba contributed a chapter on the literature of palaeontology, published in the book "A Pot-Pourri of Australian Fossils", edited by P.V.Rich, R.K.Bearlin and D.M.Long, published by Monash University. Marta Chiba delivered a paper to be published in the proceedings of the Seminar on Engineering Information and Documentation, sponsored by the Institution of Engineers, Australia.

Marta Chiba

19-1-84

Hampshire Librarian

BIOMEDICAL LIBRARY

ANNUAL REPORT. 1983

1. INTRODUCTION

In 1983 the reduction in staff numbers which had taken effect in 1982 placed considerable strain on the remaining staff. This was accentuated by the absence overseas of the Deputy Biomedical Librarian on an exchange programme, and the absence of a very experienced senior library assistant who took long service leave and a period of leave without pay to complete his professional qualifications. More staff are becoming eligible for long service leave and, as such staff are not replaced during their period of leave, it has become evident that it will not always be possible to man all service points in times of crisis due to illness.

2. ADMINISTRATION

2.1 Staff

There have been several staff changes in 1983. Following the retirement of the library assistant who had been responsible for library typing, two typists were appointed on a "job share" basis. This has proved very successful, and there may be other levels where a similar arrangement can be introduced. It is essential that the staff members participating in a "job share" scheme are fully aware of the disadvantages, as well as the advantages.

At the end of 1982 several library staff who had been undertaking the library technicians' course completed their training, and the library has been strengthened by the skills of this level of paraprofessional staff.

The absence on leave without pay of the library assistant responsible for acquisitions was covered by a part-time appointment only, and as a result some of his routine duties had to be shared between other staff members. In addition the library was without a deputy for a period of two months between the return of the exchange librarian from the University of Washington to the U.S., and the resumption of duty of the Deputy Biomedical Librarian. This placed considerable strain on remaining reference staff.

2.2 University/Hospital Affiliation

Very little progress towards library affiliation at Alfred Hospital has been achieved. With the commencement of the building of the Queen Victoria Medical Centre in Clayton Road, Clayton, preliminary discussions on relocation of stock have commenced. Owing to a shortfall of funds the library area is less than originally asked for and it is contemplated that some stock will be returned to the campus.

The Biomedical Librarian is a member of a committee considering the relocation of the affiliated library at Prince Henry's Hospital from the Clinical School to the Nurses Home, although no firm decisions have yet been made.

3. STOCK

3.1 Budget

The total budget for 1983 was \$405,200, of which \$279,700 was allocated for periodical subscriptions. This total includes a special supplementation from the Vice-Chancellor, which was used, on advice from the Biomedical Library Advisory Committee, to maintain the periodical collection.

3.2 Monographs

Expenditure on monographs has been carefully monitored during the year, in order to ensure that the periodical collection was maintained. All recommendations from Departments have been purchased, but there has been little attempt at balanced collection building. A donation of \$1,200 was received from the Monash Medical Mothers' Auxiliary which was allocated as specifically requested, to purchase textbooks for student use.

3.3 Periodicals

Over the long vacation 1982/83 machine readable badges compatible to the present circulation system were reassigned to all bound periodical volumes on the second floor. This material is now available on overnight loan through the on-line circulation system, and has proved more convenient for library users. It is proposed to similarly reassign the stack collection over the long vacation 1983/84.

Budget restraints have limited the purchase of new journal titles severely, and of 14 new titles received only 8 were purchased, mainly from funds released by cancellation of other titles. Further cancellations will take effect from the end of 1983, and a survey of journal titles for further cancellation recommendation is being undertaken.

The stringent curtailment of new subscriptions over the past years is now seriously affecting the quality of the journal collection. Academic staff are unwilling to cancel existing subscriptions to acquire new titles. It is hoped the survey of journals, ranked in order of importance, currently being undertaken will lead to the cancellation of titles of peripheral interest.

4. LOANS

During the first term of the academic year the on-line circulation system was upgraded, and loans are now recorded directly to the data base. Although most library users may not have been aware of the change, all staff manning the circulation desk needed to learn new techniques, including logging on and off at the loans desk terminal. Early confusion in mastering these new techniques has highlighted the need for adequate training of staff to ensure that new systems are thoroughly understood by the staff called upon to use them.

Loans for 1983, with comparable figures for 1982, are as follows:

<u>Biomedical Library Totals</u>	1982	1983
Student loans	43,848	45,495
Short term loans	24,811	22,937
Staff loans	28,452	25,184
Loans to outside libraries	12,312	11,299
Internal/Reserve loans	<u>19,642</u>	<u>15,874</u>
	129,065	120,789

Break up of loans is as follows:

Campus

Student loans	38,285	39,750
Short term loans	20,343	19,315
Staff loans	13,725	11,787
Loans to outside libraries	8,545	7,695
Internal/Reserve loans	<u>17,480</u>	<u>14,007</u>
	98,378	92,554

Alfred Hospital Sub-Branch

Student loans	3,271	3,674
Short term loans	3,987	3,408
Staff loans	11,706	10,958
Loans to outside libraries	3,506	3,276
Internal/Reserve loans	<u>2,162</u>	<u>1,841</u>
	24,632	23,157

Queen Victoria Medical Centre Sub-Branch

Student loans	2,292	2,071
Short term loans	-	214
Staff loans	3,021	2,439
Loans to outside libraries	261	328
Internal/Reserve loans	<u>481</u>	<u>26</u>
	6,055	5,078

Interlibrary loan borrowings

Biomedical Library (Campus)	1,465	1,649
Biomedical Library (Alfred Hospital)	483	535
Biomedical Library (Queen Victoria Medical Centre)	<u>405</u>	<u>447</u>
	2,353	2,631

In addition 4,275 items were lent between the Campus and its Sub-branches, reflecting the extra work load a split collection imposes.

The number of loan transactions continues to fall. However the number of student loans (including short term loans) has remained constant at each of the Biomedical Library's service points.

Internal/Reserve transactions have also fallen sharply, and it has been difficult to identify any particular reason. Students appear to be making more use of the photocopying machines to copy periodical material, and to use the reserve collection copies less, but no firm figures are available.

At Queen Victoria Medical Centre "short term" loan was introduced for some material which was previously on Reserve. Because of the tight time table in Medicine V, and the restricted hours which the library is open, students requested a change in the way this material was available for loan.

During 1983 the Biomedical Library decided to cease providing free photocopies to affiliated hospital libraries, and as a consequence the number of inter-library loans has dropped considerably.

Again the library officer at Queen Victorial Medical Centre reports heavy demand from other libraries for monographs on in-vitro fertilization, accounting for the increase in inter library loan statistics.

Staff loans have fallen at each service point without any clear reason emerging. At the Campus Library the staff photocopying machine is heavily utilised, so that periodicals are not borrowed. Lower figures may reflect a reduction of staff members in some Faculty Departments.

5. ACCOMMODATION

Although no major relocations of stock have been undertaken in 1983, normal growth particularly in the monograph collection is placing severe strain on available accommodation. At present any increase in shelving is obtained at the expense of library seating and unless the present building can be extended, this trend will continue. Following complaints from students that noise from the staff room was disquieting, it was decided to replace the flimsy wooden partition with a plaster wall. At the same time it seemed feasible to enlarge the staff room, which was particularly cramped. This was done with a loss of only six seats in the Ground floor reading room. The larger and brighter staff room has contributed greatly to a better staff morale.

6. REFERENCE AND COMPUTERIZED INFORMATION SERVICES

6.1 Reference

The Reference Desk continues to be the pivotal point for library service during the academic year. Although rough statistics have been maintained, these have not previously appeared in the Annual Report. However, as manning a reference desk is a very labour intensive component of library service, it is important that figures be kept of the number of enquiries dealt with.

ENQUIRIES	1983	TOTAL
DESK : DIRECTIONAL : 1255 : REFERENCE : 3347 :		4,602
PHONE : DIRECTIONAL : NOT KEPT : REFERENCE : 289 :		<u>289</u>
		4,891

Due to staff being on leave (mainly long service leave) it was not possible to man the reference desk at all times throughout the year, but these figures indicate that this area of service is one which should be given the highest priority.

6.2 Computerized Information Services

In July 1983 the National Library of Australia further increased its charges for services provided by the Australian MEDLINE network. However, in order to promote the use of the BIOSIS data base, in May and June this service was available without charge. During these two months almost one third (76) of the total number of searches were made, which is indicative that the high cost of searches has made them inaccessible to many researchers not in receipt of grants, particularly Honours students. The NLA has undertaken to provide free searches to NHMRC grantees through local MEDLINE centres, and several searches serviced at the Biomedical Library are covered by this arrangement. In December 1983 the NLA discontinued mounting the BIOSIS data base which is no longer available locally. BIOSIS can still be searched on line, but only by accessing the data base overseas, at a considerably higher cost.

On line statistics

	1982	1983
Individual searches requested	357	253

Searches entered (which will include multiple use of data bases for a single search request and demonstrations for staff and students).

National Library of Australia

MEDLINE	223	
BIOSIS	291	
OTHER NLA	3	TOTAL 517

Other systems

AUSINET	1	
DIALOG	14	15
		32

Increasingly library staff are using the data bases for bibliographic verification and reference queries, and it is anticipated that this type of usage will continue to grow. A total of 261 such enquiries were made during 1983, over half from the MEDLINE data base.

From November it became possible for Monash libraries to access the Australia Bibliographic Network (ABN) and already the data base has been used on 28 occasions, principally for inter library loan locations.

Researchers have continued to use the monthly up date service consistently, and 144 SDI profiles are currently run, including 49 new profiles created in 1983.

7. READER EDUCATION

In 1983 the format of the introductory tutorial to 1st year medical students was changed. Instead of seeing students in small groups of 30, which meant the tutorials reached well into the academic year, the Department of Anatomy made part of a lecture period available to the Library, making it possible to give this tutorial on using the Biomedical Library to all new Medical students in the first week of term. This has proved very satisfactory, as students are introduced to the library system as early as possible. In addition 50 tutorials in the use of bibliographic tools were given to 2nd and 3rd year medical and biological science students.

The programme of tutorials on the MEDLINE data base (including an on line demonstration) for 5th year medical students during their Paediatric placement has been continued successfully. The Biomedical Library has also continued to give tutorials, with on line demonstrations on information retrieval from data bases, to Honours and Postgraduate students.

This segment of the library's service is time consuming and requires special skills and dedication on the part of library staff but its significance to students in their future professional life cannot be overestimated. The maintenance of facilities to continue the programme is of the utmost importance.

Gay Butler

BIOMEDICAL LIBRARIAN
FEBRUARY, 1983

No dramatic changes in the Law Library's programme were made in 1983. The demand for reference services, both from university and non-university users, continued to grow apace; the unexpected strengthening of the Australian dollar relieved some of the pressure on the book budget; and the shortage of free shelving space began to cause problems for Library staff and users.

Accommodation

The working capacity of the Library is 88,000 volumes, and total holdings are now 96,500 volumes. Some extra shelving has been added, but the ever-decreasing amount of free space available demands constant, time-consuming re-arranging of the collection, not always with the happiest results for the Library's users. Furthermore, the integration of large acquisitions of backsets into the collection generally requires so much time, that it can only be done during the summer term. The problem has not reached crisis proportions, but action will have to be taken soon if that state is to be avoided.

Budget

As noted above, external factors helped to boost the book budget, and other sources of assistance are referred to in this report. The Library has refrained from cancelling serial titles, preferring instead to meet any shortfall in funds, from the monograph budget. This can only be a short-term expedient whose duration is being rapidly diminished by the trend to publish in a loose-leaf format titles which would once have been monographs.

Assistance from the Law Faculty and the Victoria Law Foundation

During 1983, the Faculty continued its generous financial support. Sums of \$6000 and \$8000 were donated for the purchase of expensive monographs, and a number of backsets of taxation journals. A further \$4000 covered subscriptions to nominated journals, and the Faculty met half the cost of opening the Library for extra hours during the summer term. Production of the Report of the National Survey of Law Libraries in Australia was considerably hastened by the use of the Faculty's word-processing facilities. The Victoria Law Foundation approved the commitment of some \$18,000 for the purchase of expensive monographs, reprints, and backsets.

Gift

Sir Richard Eggleston donated to the Library 700 volumes of law reports, statutes, legal journals and monographs. All are titles in constant use by students.

National Survey of Law Libraries in Australia

The Survey was funded by the Commonwealth Attorney-General's Department, the Law Foundation of New South Wales, and the Victoria Law Foundation. The surveyor, based at the Monash Law Library, began work in 1981 under the supervision of the Law Librarian, and completed her Report in 1983. The Report and recommendations based on it, will be published by the Australian Law Librarians' Group early in 1984.

R. S. Elson
Law Librarian

When purchasing new terminals the library attempted to keep in mind the desirability of conforming, where possible, with the requirements of centralised word-processing, as this topic continues to grow in importance. Whereas this has been possible for the most part, the specification is not totally compatible with existing and planned library systems. So it appears that word-processing terminals in branches and departments may be functionally restricted to some extent.

Research into the applicability of the STATUS package for development of the library's on-line retrieval systems proved sufficiently encouraging to justify purchase of an operating licence. Negotiations with the supplier, COMPUTER POWER, led to agreement that payment could be spread over a period roughly corresponding to the anticipated growth in the productive use of the software involved.

The year saw the end of joint data collection arrangements with the Victoria College campuses at Burwood and Rusden. The College still ships data daily for processing on the B6700 computer, but now runs its own data collection network.

The lack of a staff development officer continues to pose some problems, as the need grows for in-service education, particularly in information technology. The section is inevitably heavily involved in these aspects of staff development and utilisation but is finding it increasingly difficult to supply training services with so much development work on hand. However, it is clear that the time of most need is when new systems are introduced, and for these to fulfil expectations users require and appreciate some formal instruction and documentation of a helpful kind.

In addition, the complexities of administering, controlling, and tuning a data base such as that supporting the library's proposed SESAME (on-line catalogue) system, will in future call for new skills in data administration. It is becoming quite widely recognised that organisationally it is desirable to separate data processing from data administration responsibility; and there is a case in the library for a separate appointment to cover this crucial area of operations.

The lively participation of members of the section's staff in the discussions held by and with various specification groups in the library was a particularly encouraging aspect of the year's work, and has done much to maintain an atmosphere of progress. Even if real

progress sometimes seems slow, it is firmly based and generally well-considered. Thanks are also due to Dr. MacKenzie of HEARU, who has participated in an informal, but helpful, manner in the evolving SESAME specification.

C. AUDIO-VISUAL MATERIALS

1. NEW TITLES ADDED THIS YEAR	H.S.S. (Main) Library	Hargrave Library	Biomedical Library			Law	TOTAL
			On campus	Alfred (Hosp.)	Queen Vic. (Hosp.)		
Phonotapes	13	-	2	-	-	-	15
Videotapes	2	2	2	-	-	-	6
Phono Records	13	-	1	-	-	-	14
Motion Films (16 mm)	79	-	-	-	-	-	79
Motion Films (8 mm)	-	-	-	-	-	-	-
Slides	-	-	-	-	1	-	1
Film Strips	-	-	-	-	-	-	-
Overhead Transparencies	-	-	-	-	-	-	-
Film Loops	-	-	-	-	-	-	-
Audio-Visual Kits	4	-	9	-	21	-	34
Graphic Material	-	-	-	-	-	-	-
Individual Sheet Maps	-	-	-	-	-	-	-
Series Maps	-	-	-	-	-	-	-
Other Material	-	-	-	-	-	-	-
T O T A L	111	2	14	-	22	-	149

2. NUMBER OF CATALOGUED ITEMS ADDED THIS YEAR	H.S.S. (Main) Library	Hargrave Library	Biomedical Library			Law	TOTAL
			On campus	Alfred (Hosp.)	Queen Vic. (Hosp.)		
Phonotapes	18	-	16	-	-	-	34
Videotapes	2	2	2	-	-	-	6
Phono Records	20	-	1	-	-	-	21
Motion Films (16 mm)	128	-	-	-	-	-	128
Motion Films (8 mm)	-	-	-	-	-	-	-
Slides	-	-	-	-	2	-	2
Film Strips	-	-	-	-	-	-	-
Overhead Transparencies	-	-	-	-	-	-	-
Film Loops	-	-	-	-	-	-	-
Audio-Visual Kits	4	-	9	-	21	-	34
Graphic Material	-	-	-	-	-	-	-
Individual Sheet Maps	-	-	-	-	-	-	-
Series Maps	-	-	-	-	-	-	-
Other Material	-	-	-	-	-	-	-
T O T A L	172	2	28	-	23	-	225

3. NUMBER OF CATALOGUED ITEMS IN STOCK AT DEC. 31, 19	H.S.S. (Main) Library	Hargrave Library	Biomedical Library			Law	TOTAL
			On campus	Alfred (Hosp.)	Queen Vic. (Hosp.)		
Phonotapes	71	11	24	4	-	5	115
Videotapes	28	12	105	-	-	-	145
Phono Records	63	-	6	1	7	1	78
Motion Films (16 mm)	523	-	-	-	-	8	531
Motion Films (8 mm)	41	-	-	-	-	-	41
Slides	24	-	62	-	4	-	90
Film Strips	4	-	-	-	-	-	4
Overhead Transparencies	-	-	-	-	-	-	-
Film Loops	-	-	-	-	-	-	-
Audio-Visual Kits	172	18	84	2	33	2	311
Graphic Material	-	4	-	-	-	-	4
Individual Sheet Maps	16	123	-	-	-	-	139
Series Maps	-	-	-	-	-	-	-
Other Material	3	-	-	-	-	-	3
T O T A L	945	168	281	7	44	16	1,461

