

MONASH UNIVERSITY LIBRARY

REPORT

*by the*

LIBRARIAN

FOR THE YEAR

1968

## 1. INTRODUCTION

Problems of space, and temporary expedients to cope with them, tended to dominate the Library in 1968. The expedients themselves proved expensive in staff time and less than satisfactory in the service provided to readers. The year was difficult, both for the users of the Library and for the members of the Library staff endeavouring to service it.

The year was also one of planning, for increased accommodation, staff and budgetary provision, all of which are promised for 1969.

The original budgetary allocation did not vastly differ from that for 1967, but was supplemented by a very welcome further grant later in the year.

These and other matters are discussed separately in this report.

## 2. STOCK

43,430 volumes were added during the year, bringing the total estimated stock to 314,850.

## 3. STAFF

The total staff of the Library increased from 116 in December 1967 to 128 in December 1968.

## 4. FINANCE

The budget available to the Library for books, periodicals and binding totalled \$536,228, made up as follows:

1967 funds brought forward to 1968	\$94,736	
1968 original allocation	355,600	
Supplementary allocation	84,180	
Transfers from departmental funds	1,712	
	<hr/>	
Total available		\$536,228

By the end of the year, expenditure was as follows:

Books	\$294,999	
Periodicals	115,032	
Binding	35,259	
Exchange variations etc.	1,390	
	<hr/>	
		\$446,680
Leaving cash in hand of		\$ 89,548

Orders outstanding at the end of the year amounted to \$160,246.

In addition to the figures mentioned above, \$3,722 was received in the form of donations, \$2,206 was received from fines and \$1,742 from site vending machines located in the Library.

During the year a very considerable study was undertaken by the Main Library Users' Committee of the Library's budgetary needs. Largely as a result of this, the case was presented for a considerably increased Library grant for 1969. The case was sympathetically received, and a large part of the requested increase has in fact been approved.

## 5. BUILDINGS

1968 was a year of stress and expedients, but of promise. The Hargrave Library, able to expand into space previously occupied by the Law Library, had adequate space both for readers and books. The Law Library, moving into its most impressive new building, was immediately asked to cede a third of its space, to house the Bio-Medical Library during the erection of Stage II of its own building, and a further third for overflow from the Main Library. This uneasy juxtaposition continued throughout the year, until in December the Bio-Medical Library building was re-occupied. It is clear that at least some of the space so vacated will be needed for expansion of the Main Library area in 1969.

It was a year of moves. Law moved from Hargrave, the Bio-Medical Library moved into and out of Law, the Main Library dissected its stock and moved into Law, the Library at the Alfred Hospital Medical School moved into stack space in the basement of the building.

Stage II of the Main Library was well under construction by the end of the year, but it seems unlikely that much relief will be available for most of 1969.

However, by the end of 1969, a breathing space seems likely for the Main Library, and already for all branches (except that at the Alfred Hospital, where further alterations are planned to relieve severe over-crowding) the new year should be one of consolidation in adequate and comfortable surroundings.

## 6. ACCESSIONS DEPARTMENT

**Staff:** The staff remained at 22 full-time people plus 2 part-time. Mr. A.E. Turner arrived in May to take up the post of Library Acquisitions Officer.

**Orders:** The department's vital statistics, apart from those given above under Finance, are as follows:

	<u>1968</u>	<u>1967</u>
Number of Book Orders placed:	25,127	24,000
Volumes forwarded for Cataloguing:		
Purchased	30,444	30,248
Gifts	<u>596</u>	<u>2,646</u>
New Periodicals ordered:	929	738
Monograph series standing orders placed.	243	102

Despite very considerable peaks of pressure, the placing of orders was never allowed to fall seriously behind, and in particular urgent orders were normally placed within a day. One measure which contributed substantially towards this end was the policy encouraging subject responsibility among the staff of the Department.

**Exchanges:** The list of institutions with whom we have exchange relationships was increased by 57, bringing the total to 141 in 42 different countries. In this way we now receive 243 periodical titles, an increase of 82, and circulate 212, an increase of 61. Of the 461 monographs received, approximately 300 were university dissertations, which would have been obtainable in no other way. We received several hundred more university dissertations in exchange for copies of Bodi & Radvansky's "German Culture in the Libraries of Melbourne". The Limnology project mentioned in the 1967 Report unfortunately came to nothing. On the other hand we were entrusted by the Australian Biochemical Society with the distribution to institutions of their Proceedings, for which we hope to find new exchange partners.

**Gifts:** An impressive total of 6,674 volumes was received by gift in 1968. This included over 2,000 volumes of valuable material in the Social Sciences from the United States Embassy, a result of the reduction in the USIS programme in Australia.

The Library has continued to receive valuable gifts and is extremely grateful to the donors.

During the year considerable inroads were made on the mass of partly unsorted periodical parts which have occupied space in corners of the University since its foundation. Some was taken into stock. Of the rest, duplicate lists were circulated by the National Library to interested libraries, whose response has made it clear that the greater proportion of the material, an embarrassment to this Library, was yet of value to others.

**General:** The main problems faced by the Department in 1968 were:

(a) Many thousands of volumes of gifts have accumulated within the Department over the years. They now take up a substantial percentage of the Department's total floor space. It is hoped to store these elsewhere in 1969 when space becomes available, as a result of the completion of Stage II of the Main Library. A start has been made on the sorting and processing of these and it is hoped that their bulk may be progressively reduced.

(b) Information supplied to teaching departments about the state of their library allocations had tended to be out-of-date when it reached them. This has been remedied.

(c) An investigation showed wide differences in the pricing procedures of Australian book suppliers. Some were found to be charging substantially more than the published price. One offender was persuaded to amend his prices, and it is hoped that some others will soon follow suit.

(d) The present system of ordering has some shortcomings; for example, users of the catalogue have no access to information about what is on order. To improve this and other aspects of the system, investigations were begun towards the end of the year into the possibility of keeping order records on a computer.

## 7. CATALOGUING DEPARTMENT

**Staff:** At the beginning of 1968 the staff of the Cataloguing Department consisted of 25 full-time and 2 part-time members. It was increased in the latter half of the year to 26 full-time and 3 part-time members. This was a decrease in the establishment for 1967 which provided for 30 full-time and 3 part-time members. In spite of these restrictions, some significant progress has been made.

**Statistics:** During 1968, 39,949 volumes were catalogued of which 21,221 were new titles. These new titles consisted of 19,969 monographs and 1,252 serials. 7,352 monograph and serial entries were revised. In the corresponding period for 1967, 43,563 volumes were catalogued of which 24,080 were new titles. These new titles consisted of 22,863 monographs and 1,217 serials. 6,470 monograph and serial entries were revised.

The Department has kept up with the current intake and has slightly reduced the amount of lower priority material from previous years.

**Microfilms:** 960 reels were added to the microfilm collection which now totals 1,532 reels. The total number of reels in 1967 was 572 reels. The increase in 1968 is largely due to the purchase of several back-sets of periodicals such as the New York Times which contain many reels, each of which requires an individual number.

**Books Awaiting Cataloguing:** In December 1967 a count was made of all titles that had been ordered and were awaiting cataloguing. The figure was 9,472 titles.

During 1968 cataloguing was restricted to titles ordered and received during the year and those selected from donations as specially required for teaching research. By the end of 1968, the total of books waiting cataloguing from earlier years was 9,194 titles.

**Pamphlet Collection:** A separate pamphlet collection has been organised for the Main Library which includes both catalogued pamphlets and pamphlets which are classified only. This collection is temporarily shelved in the Cataloguing Department.

To date 293 pamphlets have been catalogued and 566 classified only. Approximately 1,200 pamphlets remain to be dealt with.

**Breaking Of The Collection:** The decision that on completion of Stage II, the Main Library should be broken into an open access and a stack collection has meant much extra work for the Cataloguing Department. Many entries have had to be revised and many cards retyped. The staff has managed to keep up with the flow of books received for relocation. The extra staff envisaged may make it possible for the task to be completed by the end of 1969.

**Central Cataloguing Project:** The staff of the Department has been actively involved in the Central Cataloguing Project (CCP) which has been set up to examine the feasibility, desirability and economy of computer-based cataloguing for the four major research libraries in Victoria (La Trobe University, Melbourne University, Monash University, and the State Library).

Monash cataloguers shared in the selection, editing, and despatch of entries and in the coding programme. Monash typists have been responsible for typing all entries received on flexowriters to produce the paper tapes needed for computer input.

Although this project has meant much extra effort on the part of staff concerned, and has been time consuming, it is an experiment which should provide valuable experience in the application of computer techniques to cataloguing in the Monash Library.

**Accessions Lists:** The Department has continued to produce fortnightly Accessions Lists for distribution.

**Binding:** 2,467 volumes of monographs were sent for binding during the year.

**Departmental Collections:** In 1968, one member of staff has been permanently assigned to catalogue books for Departmental collections. The final computer list of some 10,000 titles held in Departments was completed in September. However, full cataloguing of all new Departmental material was commenced in January 1968. The total number of books catalogued from January to December was 1,649.

Each book is returned to the Department concerned with a card which gives a main entry record for the book. Departments can then type whatever extra cards they require for their own catalogues.

Appreciation of this service has been expressed by several Departments but others have not forwarded any books for cataloguing during the year.

A file of entries for all books catalogued is held in the Cataloguing Department. It is planned to computerize this file as soon as practicable.

## 8. RARE BOOKS

The bookstock of the Rare Books Room increased from about 5,000 volumes to over 7,400 volumes in 1968. The overcrowding was slightly alleviated by some new shelving, using up all available space.

Cataloguing of Australiana section and of all books in the rare book collection printed after 1800 is practically completed, and a start has been made on the cataloguing of those before 1800. In connection with these latter, a date file and a printers' and publishers' file have been established for users with bibliographic interests. Books in this category which were catalogued previously will be gradually included in the new files.

A start has been made on collecting and cataloguing publications emanating from Monash University. A separate list of Monash theses has also been inaugurated.

## 9. SERVICE TO READERS

As expected, 1968 was a year of very considerable stress. Pressure on seating reached the point where drastic measures were necessary, and it became necessary to seek the least disruptive of several unpleasant alternatives. The Library area on the top floor of the Law School was obtainable as an overflow stack area; shelving was removed from the Main Library and the bound periodicals and the major parts of the French and German collections, with the Periodicals Department staff, were moved there, pending completion of Stage II of the Main Library.

Due to late completion of the Law Building, the move could not be carried out until May, and the resultant staff disruption, to which was added staff turnover and sickness, meant a falling-off of service which brought the Library under criticism. Space in the Law School annexe was tight and conditions less pleasant than readers were accustomed to in the Main Library; further, Library staff and students were thrown together under conditions where each interfered with the others' operations. A further incursion into the Law Library area is planned for 1969 which it is hoped will mean some little relief, but no real solution is possible until the new building is available at the end of 1969.

Loans for the year may be summarized as follows (1967 figures are in brackets for comparison):

	<i>Staff</i>	<i>Student</i>	<i>Student Overnight</i>	<i>Total</i>	<i>Internal Issues</i>
Main Library	31,232 (22,226)	57,969 (60,511)	86,418 (80,834)	175,819 (163,571)	73,983 (62,927)
Hargrave Library	20,260 (18,616)	24,092 (20,401)	5,166 (13,839)	48,531 (52,856)	11,700 (19,603)

	<i>Staff</i>	<i>Student</i>	<i>Student Overnight</i>	<i>Total</i>	<i>Internal Issues</i>
Bio-Medical Library					
(a) Monash Campus	21,580 (20,558)	12,339 (12,065)	4,800 ( 4,543)	38,719 (37,166)	18,341 (13,834)
(b) Alfred Hospital	11,960 ( 7,619)	7,847 ( 5,840)		19,807 (13,459)	
(c) Queen Victoria Hospital	3,565 ( 2,653)	1,295 ( 908)		4,860 ( 3,561)	
Law Library	1,670		2,217	3,887	
Total	90,267 (71,672)	103,542 (99,725)	98,601 (99,216)	291,623 (270,613)	104,024 (96,364)

n.b. Law Library Loans for 1967 were included in the Hargrave Library figures.

It became clear during the year that the effective capacity of the circulation system in use had already been exceeded, that information available was less and later than was required, and that human error was increasingly a problem. The equipment is not yet on the market for an efficient computer-based system, but an interim system, which should handle the necessary volume though still not providing all the required features, is in planning for introduction in 1969.

**Student Recommended Reading:** The computer-produced listings were again relied on heavily throughout the year, and revealed that, by the end of the year, 31,001 volumes, representing 11,467 titles had been set for student reading. As well, several thousand photocopies or offprints of periodical articles were involved.

**Hours of Opening:** The pattern introduced during Second Term 1967 (8.30 am. to 11pm. on week-days, 9 am. to 5 pm. on Saturday and 10 am. to 5 pm. on Sundays) was continued from the beginning of First Term and usage left no doubt that the extension was justified. The average number of readers at one time rose to 450 in the evenings and 650 at weekends, with a peak as high as 1200 recorded one Sunday in Third Term.

With Main Library material in two locations, supervision of both throughout these long hours was virtually impossible, and a paging system was introduced for bound periodicals on Sundays. This still created a heavy burden on staff and provided a service much less than adequate for the readers.

**Inter-Library Loans:** During the year 8,595 items were obtained, either by loan or in the form of photocopies, from other libraries. Distribution of this service was as follows (1967 figures in brackets):

Main Library	2,787	( 1,695)
Hargrave Library	1,708	( 1,565)
Bio-Medical Library		
Monash Campus	2,212	( 2,109)
Alfred Hospital	1,510	( 1,891)
Queen Victoria Hospital	238	( 680)
Law	140	( — )
	8,595	( 7,940)

Loans to other libraries amounted to 3,048, as against 2,833 in 1967.

**Reference Services:** There was an appreciable increase in the number of questions handled by our Reference Librarians (6,558, as against 4,122 in 1967). Approximately half of these involved bibliographic searching or the compilation of bibliographies. It is pleasing that the increase was particularly marked in First Term, when new students had previously tended to be shy of making enquiries which could simplify their future use of the Library.

**Reader Relations:** It is probable that the increase in usage of our Reference Service is attributable to the Library's introductory film which presented this as its main message. Screening of the film was fitted more closely to the Orientation Day timetable, and repeat screenings throughout First Term were held in the Library itself, where they attracted consistent interest, rather than in a distant lecture theatre. Further experiments in audiovisual aids are planned, with the continued assistance of the Audio Visual Aids Unit, to make the Library collection more easily accessible.

As well as the annual edition of the brochure for students, a sheet on the rights of part-time students and several pamphlets on the use of the Law School Annexe were distributed.

**Photocopying:** The Library produced a total of 158,340 prints for staff and students as against 164,399 in 1967. The fall is vastly more than offset by a total of 319,800 copies produced by the students on coin-operated, self-service machines, which produce cheap, quick copies, reduce the pressure on books in heavy demand, provide a convenient method for collecting relevant extracts and hopefully will reduce the incentive towards mutilation and theft.

**Staff:** The Reference and Circulation Department began the year with a total staff of thirty. Unfortunately, two key members resigned and could not be replaced for some months, sickness seriously reduced the ranks, the complicated and extensive move of part of the collection to the Law School and the need thereafter to man an extra location, all placed a burden on the remaining staff which resulted in a lessened service, to which the readers were quick to draw attention.

**Periodicals:** The Periodicals Department moved in May to the Law School as a temporary measure during construction of Stage II of the Main Library. The area available, in terms of reader space, book storage and staff space was barely adequate at

the time; growth of stock, increased demand for access, and strengthening staff to handle the increased work-load (the latter compounded by the interruption of the move) brought within weeks an impossibly over-crowded situation, which continued to force until the end of the year. Negotiations are in hand for an extended space for 1969.

A further 1026 subscriptions were added during the year, bringing the overall total to 6,743, representing 6,301 titles. A survey was carried out during the year to reduce the amount of duplication between the units of the Bio-Medical area, and this will result in many cancellations in 1969.

A total of 7,736 periodical volumes was bound.

A further edition of the computer-produced "Periodicals Currently Received" was produced and distributed at the end of the year. Work was carried out to extend the computer programme devised for the production, so that budgetary and financial control information would also be accessible from it; this should bear fruit at the end of a year's data input.

The staff of the Periodicals Department was increased to 7 by the addition of an attendant, mainly responsible for supervision in the new location. A temporary assistant was appointed in Third Term.

## 10. DATA PROCESSING

There has been a considerable expansion in the scope of established data processing systems in the Library. Computer-based reference control for the Student Reading sector has been in operation for over two years, and information concerning Periodicals Currently Received is also used in computer form. These systems, together with that which has provided basic lists of departmental holdings, are designed to provide control and reference information in various forms for Library staff, students, and teaching departments. All are designed around the CDC 3200 installation at the Computer Centre, and extensions to that equipment in the form of disc storage and Teletype terminals are envisaged as likely to help in the development of Library systems, particularly in the Acquisitions and Loans areas.

Work has proceeded also on the Central Cataloguing Project with computing, data preparation facilities, and programming effort, supplied by Monash. Support in the Cataloguing area is provided on a part-time basis by staff of the three Victorian Universities and the State Library. Coding and punching of data amounting to over 10,000 recent Catalogue entries from the four participating institutions is well advanced and computer editing, filing and arrangement of the information is proceeding. The project is designed to yield information as to the costs and feasibility of using computer techniques in central cataloguing work. It is at the same time supplying all participants with direct experience of the organisational requirements involved in procedures of this kind.

A small federal committee has been set up to examine the MARC Communications format devised initially by the Library of Congress (with British participation) for the international distribution of machine-readable Cataloguing data.

This Committee includes a representative from Monash, Mr. P.R. Snoxall, the Library Programmer, and its work may well have an important bearing on the structure of many Library computer files in the future. In view of the importance of possible developments in this field a report by Mr. Snoxall is attached as an appendix to this report.

## 11. HARGRAVE LIBRARY

The most significant event of the year was the resumption of the first floor, after four years of occupation by the Law Library. Coming after the seating difficulties of late 1967, this was a welcome relief, and although there was a slight reduction in seating capacity due to movement of some furniture with the Law Collection, accommodation should remain adequate until 1970. It was decided to move the bound periodicals down to the first floor, so that all periodicals (current display, current unbound issues and bound volumes) are now on the one floor. This leaves far greater room for expansion in the second floor stacks than in the first, an inequality which will have to be rectified in future planning.

The staff in 1968 numbered 11, as in 1967. There was a sharp increase (20.8 per cent) in the number of students to be served, and in the number of staff, but the removal of the Law Library meant that this level of staffing was sufficient to maintain service at its previous level.

Statistics for internal lending services are given below, with those of 1966 and 1967 for comparison:

	<u>1966</u>	<u>1967</u>	<u>1968</u>
Student - 1 week	14,716	20,401	24,092
overnight	6,342	13,839	5,166
Staff	<u>15,387</u>	<u>17,616</u>	<u>20,260</u>
	36,445	51,856	49,518

The year 1968 is the first year in which Hargrave statistics are shown separately from those of Law, so that some fall might be expected. It will be noted however, that there is a fall only in overnight loans. It is due to two causes: the absence of Law statistics (Law students could only borrow overnight), and a deliberate policy of reducing to a minimum the number of books marked "Overnight only". A total of 11,700 issues were made from the reserve collection for daytime reading. Inter-Library loans requests totalled 1,778, of which 70 were not located, a slight increase over 1967. In view of the continual increase in staff and graduate students numbers, this represents a proportionate fall, although it is less marked than in previous years. The number of loans made to other libraries was 796, an increase of 200 over 1967.

At the end of 1968, the Library contained 22,270 monographs and 19,978 bound volumes of journals, a total of 42,248. This represents an increase of 5,748 volumes over the previous year. This moderate increase occurred in the same year as an expenditure of approximately \$85,000 on books and journals, suggesting that the average cost of a volume in this Library is about \$14.70. There was an increase of 189 in the number of current periodical subscriptions, to a total of 1536. The journal collection is increasing more rapidly than the monographs. This is due to the deliberate policy of building up back-runs of the more important journals, the shortage of which was so embarrassing in the earlier years of operation. There is some indication now that more attention will have to be given to the monograph collection, particularly in the area of undergraduate texts.

In the field of copying, the year was notable for the introduction of a 2 cent coin-in-slot machine. This proved extremely popular, and despite difficulties with the supply of materials and maintenance, about 86,000 copies were made between September and December. In addition, 40,620 copies were made on the Bruning machine.

## 12. BIO-MEDICAL LIBRARY

**Introduction:** 1968 was a year of changes in the Bio-Medical Library, each change marking a turn for the better in the facilities and organisation of the Library.

At the end of the year the Bio-Medical Library moved back from its temporary quarters in the Law Building to the newly completed three-storey building which is to be its permanent home. At the same time it can be said that the budget proposed for 1969 is realistically geared to current needs.

**New Building For Bio-Medical Library:** During 1968 the Bio-Medical Library moved twice. In January temporary accommodation was found on the second floor of the Law School. In December it was moved back again to the completed three-storey building. By completely vacating the building while the additions were made, three months were saved on the building programme. Thanks are due to the Law Faculty for their co-operation during the whole of the exercise.

The three-storey building provides accommodation for 500 seats and a future book stock of 64,000. The penthouse (which will ultimately be used for Library stacks) will be used as temporary accommodation for research students in the coming year. While it is being used in this way, access to the area will not be through the Library, but by the fire escape stairs.

The completion of the Bio-Medical Library building is a milestone in its history. For some years we are assured of adequate housing of books and seating of students.

**Alfred Hospital:** Changes have also taken place at the Alfred Hospital Branch Library. A reorganisation of Alfred Hospital stock has been made so that little-used back runs can be returned to the Campus. A store-room in the basement has provided much needed extra space to facilitate these moves. It seems certain that the long-planned relocation of this Library will take place early in 1969. Hours at the Library will then be extended to 6 pm. Monday to Friday.

**Stock:** By the end of 1968 total book stock in the Bio-Medical area reached 39,600 volumes. Of these 26,000 volumes were located on the Campus, 11,000 at Alfred Hospital and the remaining 2,600 at Queen Victoria Hospital.

Subscriptions to current periodicals total 1,361 as compared with 1,313 in 1967. The Campus Library has subscriptions to 740 current periodicals as compared with 723. Alfred Hospital subscribes to 440 current periodicals, an increase of 30, and at Queen Victoria Hospital 181 are now being taken.

**Changes In Procedure:** During the year three major changes in procedure were introduced in the Bio-Medical Library.

The first involved the placing on a restricted list of a selected number of journals. Issues of such journals for the current year and the five preceding years may not now be borrowed from the Library. After a year's trial, this system has proved so successful that other journals may be added to the list.

The second change was directed towards the reduction of duplication and triplication of journal subscriptions within the Bio Medical area. After considerable discussion many of the second and third subscriptions were cancelled. It is proposed that the remaining copies should be circulated to the location which previously had separate subscriptions. This was designed to free funds so that a greater number of new subscriptions could be taken out. During 1969 this system will be on trial. It is quite possible that in some isolated cases re-ordering of second copies will be necessary. In general, however, the policy of scrutinising all orders for multiple subscriptions carefully is a sound one and will be continued.

The third major change is to be tried out in the field of book and journal ordering. Hitherto finance has been allocated among the various departments within the area for spending by them; a residual sum was vested in the Librarian for general purchases. For 1969 the Bio-Medical Library Committee has decided to place the whole budget allocation in the hands of the Bio-Medical Librarian. The Librarian will be guided in this by departmental requests for material as needed through the Library. The Librarian will, of course, watch the amount spent by each department to ensure that an equilibrium is maintained. The surplus above departmental requirements will be used for buying back sets bearing in mind again the varying interests of Departments.

**Services:** *Bio-Medical Library (Monash Campus).* The Bio-Medical Library's loans for 1968 are set out with the previous year's figures for purposes of comparison.

	1967	1968
Student book loans	12,065	12,339
Student overnight loans	4,543	4,800
Staff book loans	4,953	8,238
Staff bound journals	4,594	4,098
Staff current periodicals	11,011	9,244
Loans to outside libraries	<u>417</u>	<u>767</u>
	37,583	39,486
Internal (Reserve book) loans	<u>13,834</u>	<u>18,341</u>
	51,417	57,827
Loans to (Monash) Alfred and Queen Victoria Libraries		<u>712</u>
		<u>58,539</u>
<i>Alfred Hospital</i>		
Staff books	1,121	1,915
Staff periodicals	6,498	9,945
Student books	5,840	7,847
Loans to outside libraries	<u>364</u>	<u>708</u>
	<u>13,823</u>	<u>20,415</u>
<i>Queen Victoria Hospital</i>		
Staff books	534	777
Staff periodicals	2,119	2,788
Student books	908	1,295
Loans to outside libraries	<u>48</u>	<u>183</u>
	<u>3,609</u>	<u>5,043</u>

It should be mentioned that some of these figures are no longer strictly comparable as between the Bio-Medical Library and its sub-branches. The placing of journals on restricted loan, for instance, means that the figure for borrowing bound and current periodicals at the Bio-Medical Library have been cut down considerably. This is one of the advantages of the system. Over the year too the Bio-Medical Library was shut for almost a month during moves.

**Inter-Library Loans:** In 1968, 4,722 inter-library loan requests were made. Of these 3,052 were asked for from the Bio-Medical Library, 1,400 from Alfred and 270 from Queen Victoria Libraries. Comparative figures for the preceding year were 2,109 borrowings by Bio-Medical Library, 1,891 by Alfred Hospital and 654 by Queen Victoria Hospital.

**Photocopying:** 58,000 pages were photocopied by the Library, of which 45,000 were done at the Bio-Medical Library and 13,000 at Alfred Hospital. Comparable figures in 1967 were 47,800 at Bio-Medical Library and 8,000 at Alfred Hospital. A monthly analysis of the figures show a marked falling off at Bio-Medical Library after the provision of a public 2 cent per page Savin Machine in the Law Building. Provision of another such machine is planned for the Bio-Medical Library in the New Year. It is hoped that during 1969 a similar machine will also be on the premises at the Monash Medical School, Alfred Hospital.

**Instruction To Students:** Twenty one-hourly sessions were again given to small groups of Medical students. The instruction was planned to work in with the Histology essay set in the Second-Third year. Attendance was good.

**Prince Henry's Hospital:** Meetings were held with representatives of Prince Henry's Hospital to discuss the organisation of a joint library, but no practical steps to this end had been taken by the end of the year. In 1969 Monash will have three departments in this area requiring library service.

**Psychology Department:** Toward the end of the year it was planned that the Psychology collection which is at present in the Main Library should be divided and that most of the relevant material should be transferred to the Bio-Medical Library early in 1969. This will include all journals and the "research" section of the books.

**Budget:** The budget for 1968 was \$41,250 for books and new subscriptions. That proposed for the Bio-Medical Library in the coming year is \$74,700. This substantial rise significantly alters the prospects for the development of the Library. Continuing budgets of this order would permit us to look forward to the shaping of the Library into a research tool worthy of a first class research organisation.

During the year a considerable amount of back material was acquired through the American Medical Library Association exchange lists, filling in gaps in back sets for only the cost of the postage involved. Most of the material available is peripheral however, and it is very rarely that the really valuable sets are obtained in this way.

**Staff:** Staff during the year remained static with a total of thirteen, four of whom are in the sub-branches at Alfred and Queen Victoria Hospitals. Two additional attendants are to be provided in 1969. It will be obvious, however, that with the increasing activities as reported above, a larger establishment, particularly in the professional grades, must be foreseen.

### 13. LAW LIBRARY

The Law Library moved into its permanent location in the David Derham Law School Building at the beginning of First Term, 1968.

New classification schedules for the law collection were devised during the year, and the work of reclassification was begun early in December.

The Law Library's holdings total 28,453 volumes, made up of 6,313 monographs, and 22,140 law reports, periodicals, digests etc.

During the year, 2,217 overnight loans to students, and 1,670 staff loans were recorded. The Library borrowed 140 volumes from other libraries, and was able to fulfil 8 external requests.

Installation of a 2 cent copying machine in Third Term proved extremely popular; a total of 69,400 photocopies were made during the year.

### 14. CONCLUSION

As expected, the year was one of strain and of limited advance; in contrast, 1969 appears to be one of promise. The appointment of Mr. Adrian Turner, Deputy Librarian of Massey University at Manawatu to the position of Acquisitions Librarian has both strengthened that department and released Miss Cheesman (whose work in the interim must be gratefully acknowledged) to continue her work in Cataloguing. A significant increase in staff is planned for 1969 and money was provided for some of this increase, in key areas, to be anticipated late in 1968.

A much more adequate allocation will come closer to allowing the Library to keep up to date with current publication, and possibly even to fill some of the more notorious gaps. The increased staff should enable it to handle the increase and to restore the level of service which tended to fall in 1968, and, hopefully to raise it. Space in all areas should be adequate, with the exception of the Main Library, for which final relief cannot be expected until late in the year.

The new year will present many problems, but problems mainly of growth and of adaptation to a much more adequate situation. These are stimulating problems, rather different from the depressing problems of the past.

ERNEST CLARK  
*Librarian*

24th March, 1969.

# MONASH UNIVERSITY LIBRARY – DATA PROCESSING

by P. R. Snoxall

(Appendix to Report by the Librarian for the year 1968)

It is now three years since a System Analyst/Programmer was appointed to the Librarian's staff at Monash University, and over four years since a Data Processing proposal for the Library was first aired. It is appropriate that, as the current triennium enters its last year, progress in the application of data processing techniques in the Library be reviewed and that prospects for the next triennium be examined.

## 1. SYSTEMS ANALYSIS

The overall analysis of systems must precede the introduction of any computer-based procedure, and studies have been conducted for a number of Library activities. This analysis is carried out in greater detail as systems proposals emerge and become programming assignments. Areas covered so far include the provision of Reference documentation; Cataloguing of incoming materials; maintenance of the Library's budget; progressing of book orders; control of books on loan; registration of Library materials held outside the Main and Branch Libraries of the University (i.e. in departmental Libraries); and Current Periodicals Listing.

Emphasis has been placed, therefore, primarily on developing systems for those Library activities which are of a central nature, rather than on the special needs of any one branch Library or the special information requirements of any one discipline or group of disciplines.

All systems investigations have been conducted by the Library's systems analyst with the full co-operation of the Library's staff, and a number of major reports and proposals have been presented. A systems analyst working in a specialized applications field such as Library automation is required to be familiar not only with modern computing equipment and techniques, but also with Library technology as a whole. The field was a large one three years ago, and has expanded quite dramatically since then. Consequently libraries are seeking to appoint staff (in Australia as elsewhere) to study the whole complex structure of information services and Library procedures at all levels of materials acquisition and processing in order to avail themselves of the numerous developments now occurring in Library technology. Work already done, and continuing to be done, at Monash is contributing in no small measure to the development of Library methods within this general context.

## 2. DATA ENTRY

Library data-processing, using the facilities available for computing on this campus, has been developed primarily around data entry systems employing paper-tape keyboard machines. The Library has spent about \$7,000 on the purchase of two Flexowriters for this purpose, and a number of Library staff are now trained to use this equipment. Apart from the preparation of computer input the Flexowriters are also used for document-preparation of a standard semi-repetitive type, such as follow-up correspondence, book-cards, labels etc. The equipment itself has proved to be generally reliable and acceptable for Library work.

Some ancillary data is provided in the form of punch cards where appropriate, and use of both paper-tape and punch cards is likely to continue at an increasing rate. In addition to these media, valuable experience is being acquired in the use of direct entry systems (e.g. Teletype keyboard to computer disc file) and this method shows promise of developing into a highly desirable adjunct to data-processing facilities, not only for entry of data files but also for convenience of program testing. At the same time experience so far has shown that there is still considerable ground to cover before direct entry systems can be implemented on a large-scale operational basis. The reliability of terminal communications, and the capacity of disc-file storage, need to be enhanced before these facilities can entirely supersede more conventional methods based on paper-tape and punch cards.

Other forms of data capture are under constant review within the framework of fitting specific Library requirements to be general pattern of campus development, so that the best possible use may be made of any data-preparation and recording equipment of a capital nature which may be acquired by the University. There are possibly three other major kinds of data-entry device which at this time appear to warrant the combined attention of University departments engaged in data-processing activities. These are optical scanners, magnetic tape encoders, and data-collectors.

It seems likely that these devices could be of service in a number of University applications, not only in the Library, and they might bring about substantial savings in data-preparation and computer time.

## 3. FILE PROCESSING

Well-established data-processing conventions have been followed in the Library. These depend upon the provision of computer programs which take in new data, validate and file the data on magnetic tape, and then update and arrange files to suit a variety of output requirements. Wherever possible advantage has been taken of standard "software", i.e. systems supplied by the computer manufacturer and embellished by the Monash Computer Centre. In addition certain Administration programs have

been used. The majority of programming has, however, been written specifically for the Library, although wherever possible this has been generalized in concept so that it can be utilized in developing new systems. Two large program packages have been developed which substantially meet all requirements specified to date. Early work was written in the FORTRAN language, and later work in the COBOL language. It is quite possible that new programming languages will become available which offer greater advantages, but there is now, and will continue to be a problem in deciding which alternative language is sufficiently attractive and durable to warrant any investment in reprogramming. The Library is not staffed for adventurous programming, though it is quite prepared to use new languages, operating systems etc. where these are certified and proven. The prime requirement is, however, the regular scheduled production of processed work. Library data-processing functions as a unit distinct from Computer Centre or Administration data-processing, but works in close co-operation with both wherever possible. At present all production programs are maintained and developed by the Library's programmer. Since no comprehensive data-processing systems remain static, there is a continuing need to improve and revitalize existing programs as fresh ideas develop in Library departments to meet user needs. It is also necessary to ensure that optimum overall performance is being achieved by established programs as computer configurations, operating systems, and conditions of machine availability change during the year. There is a tendency for operating conditions to be rather volatile during the year's peak load times, and scheduling of work becomes a very important consideration.

The requirement for program maintenance and development is recognized in any large data-processing establishment, and provision is usually made to meet it by treating this portion of the systems field as a team responsibility. Small data-processing establishments (and in particular one-man "shops") encounter grave difficulty in servicing existing commitments at the same time as developing new proposals, and the situation has been reached in the Library where a decision must be made as to whether the scale of operations is to be significantly expanded and staffed accordingly, or the rate of new development curtailed. There is already a case for the provision of permanent programming support beyond that which is currently available for special projects.

#### 4. OUTPUT PRESENTATION

The facilities available for computer output have so far been adequate but no more. Satisfactory listings can be produced for Student Reading, Periodicals, Acquisitions, Loans Control, Departmental holdings and so forth, but not for Cataloguing applications. In the latter instance two-case printing or multifont photocomposition devices, working either on-line (directly from computer signals) or off-line (from a Computer produced magnetic tape image) are not only highly desirable but probably essential if computer-production of the printed record incorporated into Library catalogues is not to be drastically downgraded. To install such equipment at Monash would cost about \$60,000, and plainly the Library alone could not support expenditure of this order. Other areas of application might however benefit jointly with the Library from the availability of better printing facilities on the campus (linguistics, text-editing, report composition etc.) The case for better computer printing is perhaps analogous to that for digital plotters, or that for computer graphics, viz: there are numerous other facilities which are of more use to the majority of users (e.g. more core modules, more discs, etc.) than such special peripherals are. Where a number of applications could benefit from their introduction, however, the absence of special peripherals must be regarded as a constraint. There are fields furthermore where future University research should perhaps qualify for consideration, and one of them is the Library.

In the long-term it would be unfortunate if the use of special peripherals were considered to be a requirement that could only be catered for off-campus. It might be argued on the other hand, that in considering the provision of special peripherals on campus their revenue-earning potential should be a factor. It is believed that the arguments for a two-case printer would bear up well under such scrutiny.

#### 5. STAFF AND GENERAL CONSIDERATIONS

The impact of the introduction of data-processing in the Library has been encouraging. Staff involved in the implementation of computer-based proposals have generally been well-disposed towards them, and have found the experience useful despite the inevitable changes and disruptions to familiar routines. Computer-based systems in the Library have involved no staff retrenchment and in that sense have not created the suspicion and resentment associated with many industrial applications. There would, however, have been no prospect of accomplishing the work now conducted on computers by other means.

At no time were large-scale staff economies foreshadowed as the direct probable result of computer-based systems in the Library. Preliminary reports indicated at best the possibility of marginal cost savings calculated without regard to the cost of computing to the University.

Acting on advice received at the outset Library jobs were costed at \$40 an hour for computer time. This was always regarded as a nominal rate and no actual charge for time used has ever been proposed. In the interim, however, the equipment on the campus has been upgraded with the consequence that the current rate for departmental estimating of computer time use is pitched at \$80 per hour. The cost of Library staff has by no means risen in the same proportion, but it may be pertinent to speculate whether in fact the Library should be prepared at any time actually to pay for computer time used even though such "payment" would amount in effect to a mere transfer from one University fund to another, and would, furthermore, incur book-keeping costs. There is no doubt that such a proposal, if it came about, would damp down Library usage of the computer, not because of the amount of money involved but because the Library is not actually budgeted to meet such a commitment. The current "cost" to

the Library of computing services, is about \$11,200 per annum, which includes much development and research work. The cost of accomplishing similar work by manual methods is in some instances incalculable since manual schemes would not be designed in the same fashion. No Library project has, moreover, been implemented which does not show "savings" where the nominal cost of computing is compared to the cost of Staff, and/or other equipment doing the job. Where the outcome is marginal (e.g. Cataloguing), or in doubt, the project is further investigated and trials are entered before any major commitment is made.

In the broadest sense the training of Library staff for work within the framework supplied by a data-processing environment has been successful. On the other hand formal training and induction have been sadly neglected. It is unfortunate that this must be reported in a University Library situated as Monash is in the fore-front of Library computing activities in Australia. This is but one aspect of the lamentable lack of advanced Library training facilities in Victorian Universities and yet, in the absence of accredited teaching personnel, it is difficult to see how the situation can alter. It is not within the orbit of most data-processing personnel to prepare and offer fully documented teaching courses on Librarianship, and yet the need for such is being keenly felt at this time when the whole subject of data-processing has been accorded recognition by the Library Association of Australia as a topic for formal examination.

## 6. RESEARCH AND DEVELOPMENT

In addition to the operational developments at present being undertaken (Student Reading, Periodicals, Loans Control, Departmental holdings, Acquisitions) some research projects have been developed. These have been directed towards the testing and evaluation of centrally-prepared cataloguing data with the objective of assessing the benefits to be derived from central cataloguing schemes with other Libraries. One such project, for which Monash University has supplied \$8,000 and for which other Libraries in Victoria have supplied staff and office space, is still proceeding. This project (Central Cataloguing) utilized the services of an extra programmer for four months.

Data prepared separately by Libraries subscribing to the project are being put through various phases of computer production and analysis. Much work remains to be done before a final project report can be presented, but the outcome will certainly have a bearing on the future of cataloguing as a computer application at Monash.

There is a trend in some overseas centres towards regional processing of Library acquisitions, and towards utilisation of central computer facilities and jointly produced files and catalogues for Library work. This trend is as yet perhaps in its infancy, but is apparently sufficiently interesting for its sponsors to feel that money devoted to researching the topic can legitimately be voted for a number of outwardly similar projects. The whole concept of centralized processing has been given added impetus by the reaching of agreement between Great Britain and the U.S.A. on a communications format for the exchange of machine-readable bibliographical information (MARC). MARC is also being examined from a Library viewpoint, and by the Standards Association of Australia. A four man Libraries sub-committee, on which Monash University Library is represented, will shortly report to the Australian Advisory Committee on Bibliographical Services the outcome of its deliberations on the MARC format. At present little attempt has been made by Libraries either in Great Britain, the U.S.A., or Australia to define the exact uses of data written in the communications format but it is claimed by designers of the format that the information should be process-independent, and at the same time comprehensive, thus permitting its selective use in a wide variety of Library routines. It will be the choice and responsibility of local libraries, or library groups, to implement their own procedures utilising the communications format, but clearly there will be much thought given to the creation of regional or even national data banks of bibliographical data written in an internationally acceptable style.

Ongoing research will certainly be required into the possible benefits of using centrally subscribed computer data of this kind, and ultimately into setting up information networks based on the availability of such files. It has been suggested that the National Library develop the Australian National Bibliography, in MARC communications format, for parallel publication on magnetic tape and via computer printer. Should this transpire it would be valuable if Monash, working together with other major Victorian Libraries, were to test out the product in connection with their own Cataloguing endeavours. There would, however, inevitably be initial funding problems, although in the final analysis it seems very likely that some Australian University will perceive some advantage in initiating such an exercise, since in the long term use of the MARC record is expected to yield a number of benefits.

## 7. FUTURE PLANS

If Monash Library data-processing systems are to make significant strides forward in the next triennium the nature of the present commitment will have to be reviewed. A Systems Office would be required, incorporating *at least* the following personnel full time:

- 1 Systems analyst
- 1 Programmer
- 1 Member of Library Staff pursuing Registration studies
- 1 Part-time programmer

The latter positions would be for the furtherance of Library training and the creation of a nucleus of professional knowledge on a subject of growing importance to Librarians. It should be pointed out that the existing Systems Analyst/Programmer position is totally unsupported. In addition to the positions suggested it is envisaged that various library assistants and keyboard operators

would continue to be supplied from general Library staff, as at present, for operating the systems implemented in the Library. As already indicated this style of application works well, but requires amplification.

On the basis of currently rated job performance on the CDC 3200, and assuming *no increase* in the nominal departmental rate of charge (i.e. \$80 per hour) the estimated throughput as planned would "cost" in excess of \$40,000 per annum by the end of 1972. Assuming that the Burroughs 5500 is capable of improved throughput\* by virtue of its superior design, and the likelihood that this computer would itself undergo improvement and expansion during the triennium, certain applications not suitable for development on the 3200 would be implemented, and might give rise to an annual "cost" in excess of \$50,000 (at \$120 per hour).

## 8. CONCLUSION

The point has been reached at which the Monash Library should consider whether it ought to proceed with data-processing work on an increasing scale (and organize itself accordingly), or whether to hold operations at the present level.

Libraries of the future will certainly employ computers; of this there can be little doubt. The evolution of "library-oriented computers", or of "computer-oriented libraries" are matters which will receive increasing attention, but in the meantime Monash is in the situation of having good general-purpose facilities which can beneficially be utilized by the Library and which are to no significant extent encumbered by the modest load representing library work. This load would certainly increase significantly if better facilities - notably peripherals - were available, and will probably increase anyway as files grow and more scheduled work is implemented. The value of this computing load is very high in terms of experience for all groups of library staff, and high too for users of its products. Work has reached a stage where most major library activities have been carefully examined, and a number of developmental and operational jobs implemented, as well as long range planning sketched out for the future. It is desirable that Library data-processing continue to function as a specialist entity quite distinct from other University groups engaged in data-processing activities. Library data-processing is but one facet (albeit an increasingly important one) of Library organisation and belongs quite properly within the general scope of Library management. It is important that it should continue to develop in close liaison with other data-processing groups, and consult with these wherever some common benefit may derive; it is equally important, however, that it should develop in close harmony with the Library world at large.

P. R. SNOXALL  
*Library Programmer*

\* This is by no means certain as the Burroughs peripherals are slower than CDC, but the Burroughs has better time-sharing and data-transfer facilities. It lacks paper-tape facilities, however.