# ANNUAL REPORTS 1986

## Libraries Stunned by Journal Price Increases

U.S. subscribers have been hit hard by the decline of the dollar; research libraries also believe they are being exploited by journal publishers

RESEARCH libraries across the country face large cancellations of subscriptions to scientific journals next year because of leaping prices. Although there have been substantial increases in the prices of American journals over the 1980s, the real crisis has been precipitated by the decline of the dollar overseas.

The prices of United States journals rose close to 10% this year, according to Charles Hamaker of Louisiana State University (LSU), and overall prices have jumped by 14 to 18%. The result has been that research libraries have experienced big cost overruns this year. Harvard University, which has the nation's largest academic library with 106,000 periodicals, exceeded its budget this year by $480,000. Librarians across the country report that ne... tion lists will ...

Verlag Chemie, which, according to Jay Lucker of the Massachusetts Institute of Technology (MIT), increased its U.S. prices by 61.1% from 1985 to 1986. The publisher has explained that it has incurred higher costs, including problems from a printers' strike, but librarians generally do not find the explanations convincing.

Libraries are also complaining that subscription prices for American journals are rising at a considerably faster rate than the rate of inflation as measured by the Consumer Price Index. Richard Dougherty of the University of Michigan, which is cutting back its materials acquisi... there has bee...
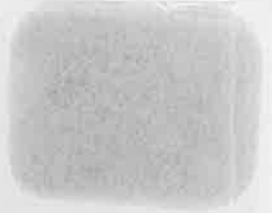
## LIBRARY

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

The massive weakening of the Australian dollar in 1985, especially toward the end of the year when most of our periodical subscriptions become due, resulted in very considerable overspending, in spite of a substantial subvention from central funds some months earlier.  The Library started 1986, therefore, heavily in debt.

Emergency plans were drawn up, at least to see us through the year. They involved virtual cessation of book ordering, as it was too late in the year for cancellation of periodical subscriptions to take effect, reduction in hours of opening, staff retrenchments, deferment of development of computerised services and increases in late fees, photocopying and data base search charges.   A strong reaction from students and from staff unions prompted the release of enough funds to maintain reader services at much their usual level, but book intake was severely curtailed, development of computer support ceased and as staff left and were not replaced, those remaining in all areas of the Library were stretched almost beyond possible limits.

The financial problems that began in 1985, coupled with problems of interpretation of some of the Library's statistics (and it must be said doubts as to the accuracy of some others) prompted the appointment by the Vice-Chancellor of a small committee to review the Library's financing. This Committee, led by Dr. J.A. McDonell, was appointed early in April, and quite remarkably was able to produce its report by the end of July.

It recommended an allocation for 1987 sufficient to maintain the Library's 1985 acquisition rate pending a survey to establish the University's actual library needs.   It proposed more sophisticated budgeting techniques, and extra staffing to cope with these enhancements; this latter proposal did not run.   Nor did the suggestion that book and periodical funds be indexed, and be a first charge against the University's budget.

Other recommendations related to the membership of the General Library Committee and other committees.   Particularly, one was suggested to consider future directions for automation in the Library.   This potentially very important group was being assembled at the end of the year.

With the considerable reduction in available funds, ordering of new books was greatly reduced, being brought virtually to a standstill in the Biomedical and Science-Engineering areas.   Perhaps as an expression of sympathy, the number of volumes received as gifts reached an all-time high of 9252, of which 7634 were happily retained.   The rest, duplicating material already held in the collection, were donated to ACPAD, an agency of the Australian Universities International Development Programme, for distribution to Third World university libraries.   Of especial interest was part of the personal library of the late Paul Hirsh, a significant figure in Viennese literary circles between the wars.   The collection, which included much extremely valuable material, was donated by his son-in-law, Mr. Frank Pam.   There is, we know, even more to come.   Mr. Lindsay Shaw added to his

already very important collection of Australian children's book. To these and the many other donors who have enriched the shelves we express our sincere gratitude. Especially to be thanked are the committee members of the Monash Parents' Group, who raised the very welcome sum of $10,000 for the library, as well as money for other departments of the University.

Even with these windfalls, our intake of new books was sharply reduced. Processing capacity was largely diverted to catching up on the back-log of uncatalogued books from previous years, and some inroads were made in that. The Library's figure for monograph titles taken into stock and catalogued was therefore only slightly less than in 1985, at 24,278; 407 new periodical titles were added (220 of them by gift or exchange), but 537 were closed off. The Library's periodical collection is steadily shrinking, and it is clear that it will continue to do so, which is very bad news indeed for research workers.

Still, the collection did grow, by a net 31,757 volumes, bringing it to 1,290,716 volumes.

Cataloguing techniques have changed over the last several years, tending towards use, in a network environment, of cataloguing data derived from national agencies or other libraries. For some time the Victorian network, CAVAL, provided that service to several libraries including Monash, and (through their contractors, Libramatics) produced our microfiche catalogues. When the Australian Bibliographic Network took over their networking role, the cataloguing data of all the participants was loaded into the ABN data base and ABN produced the libraries' catalogues. Feeling that the ABN operation, though undoubtedly the future, was unstable and makeshift at the beginning, Monash continued to remain with Libramatics for a year before confident enough to transfer the operation. The cataloguing produced in that year was excluded from the ABN data base until 1986, so that while most of our catalogue was on the ABN microfiche, that year's output was still on a separate fiche series. Fiche catalogues are difficult to use at any time, but this anomaly made ours worse. It was a moment of great joy in June when ABN finally did load our file, and our fiche catalogue was at last available to us in one series.

The continued development of an interactive on-line public catalogue was halted, formally until the McDonell Committee report was accepted and the direction of development could be re-defined, but in any case because of limitations on programming staff. A segment of the SESAME project was virtually ready for public use, and it was in fact made available to users in the Hargrave Library, towards the end of Term III. Called BOOKLIST, it was a comparatively unsophisticated enquiry system based on the Library's brief-title INVENTORY file. Intended only as a back-up to SESAME, for titles whose full details were not yet machine-readable, it still found much favour, especially among students, confirming that there is strong demand for a quick and simple approach to books whose details are already known.

After twenty years of continuous increase in the number of loans, they began to fall in 1981, and, have done so almost consistently ever since. The year's total was 562,579, as against 616,141 in 1985. Inter-library loans to other libraries also continued to fall, though only marginally, from 22,822 to 22,811, while borrowings from other libraries continued to increase, from 8183 to 8490.

Formal integration of the Biomedical Library sub-branch at Queen Victoria Medical Centre with the Centre's own library was completed during the year, the opportunity being grasped to weed much obsolete and duplicated material. The Biomedical Librarian has been meeting with the Centre's librarian and with the librarians of Prince Henry's and Moorabbin Hospitals, all of whom will be involved in the merger to form the Monash Medical Centre. It is hoped to establish a formal committee structure in 1987 to plan for the library needs of the integrated hospital.

In the Main Library, the move of the Government Publications office from the Fifth Floor to its more convenient location on Floor One was made in February; the collection serviced by the office took most of the year, as a background job, being completed in November. The rationalization of office and service areas on the one floor will certainly enable staff to work more efficiently, and improve service to users.

In the wake of the McDonell Report, there were many months of soul-searching, strain, committee meetings and plain hard work as its recommendations were discussed and implemented. This happened to coincide with a period of long service leave for the University Librarian. His Deputy, Mr. Doug May, and the Technical Services Librarian, Mr. Peter Mitchell, were left to cope. With strong support from the rest of the staff they succeeded; the University Librarian and the University generally are deeply in their debt.

The Silver Jubilee celebrations of the University were held during the year, the Library marking the event by a party for old members of staff. It was a happy occasion, and it was agreed that the Library had much to be proud of, much to celebrate, despite the grim financial-back drop to the celebrations.

Monash University Library

Acquisitions Department

Annual Report, 1986

1.  General

One could be forgiven for wishing that 1986 had never occurred, such
was the nature of the problems that beset the Library and the Acquisitions
Department during the year under review.

Due to a dramatic decline of the Library's liquidity ordering of new
library material from April onwards virtually ceased for a time and
remained at a greatly reduced level for the rest of the year.  Naturally
this decline potentially affected staff and created problems of
adjustment and reallocation of duties.

The steps taken in the Department were to "loan" some staff to other
departments and to turn our attention to matters that otherwise might
have been deferred.  It was now possible to process (check, process
and record) two major and two lesser gift collections that had been
received earlier, maintaining for several months processing statistics
of new books that looked "normal".

Also on the positive side, definite albeit slow progress was made in
the ongoing development of SESAME, reviewing priorities and participating
in a MIPS Post-Implementation programme.

2.  Activities

The normal monthly statistics show that approximately 2,500 items are
processed, the ratio being approximately 4:1 for purchased items to
gifts.  These statistics remained at that level until July even though
ordering was reduced to a trickle from April onwards, the slack being
taken up by the high number of gifts.  However the statistics do not
indicate that at one time almost 700 fully prepared orders were first
withdrawn and subsequently cancelled.

A total of 23,422 items were ordered or received as gifts representing
a 17% drop over 1985 (28,293).  During the first third of the year the
remaining approval plans for Main Library books were terminated severing
in several cases carefully developed and finely tuned relations with
suppliers especially of foreign language material.  Also terminated
was the approval plan for new Australian books.

Previously selected books and other types of library material were
referred back to subject librarians and academics to determine degree
of urgency.  With the exception of urgent and important publications
all recommendations were stockpiled.

A degree of normalcy returned in late November resulting in a gradual
picking-up of orders activity - both from the backlog and from new
selections.

The decline elsewhere was equally noticeable.  Standing orders declined from 259 to 100 (a drop of 61%), the number of standing order items dropped from 4,398 to 3,839 (down 13%).

New periodicals declined from 170 to 135 (down 21%); antiquarian orders from 456 to 135 (down 70%).

From June onwards two of the Branch Libraries (Hargrave, Biomedical) virtually ceased to place new orders altogether.

Ongoing development of MIPS resulted in the implementation of a new and greatly improved badging (receipting) procedure.

The claims procedure referred to as operational in the previous Report was suspended and has since received a substantial amount of attention.  It is hoped to be up and running early in 1987.

A successful innovation commenced partly in response to the McDonnell Inquiry, has been a monthly reconciliation of the Library's accounts with those of the University.  This procedure is supervised by Mrs. R. Lee.

3.  Gifts and Exchange

The number of gifts received reached an all-time high of 9,252 of which 1,618 were discarded leaving a balance retained of 7,634.

A number of this and the previous year's gift duplicates were once again transferred to ACPAD, an agency of the Australian Universities' International Development Programme, for donation to Third World libraries.

The largest of the gifts, to be incorporated into the Monash collection in three annual instalments under the Taxation Incentives Scheme for the Arts, is known as the Hirsch collection.

Reference to this significant German and Austrian literary collection was already made in the previous report.  This collection was received through the generosity of Mr. Frank Pam, a Melbourne musician.

Other donors include Prof. W.H. Scott (collection of sociology books), Sir Richard Eggleston (theatre programme collection), Sir Thomas Ramsay (17-18 century French bookseller's catalogues), Mrs. Fokshan (Slavic collection), Mr. Lindsay Shaw (another major instalment in the Australian children's book collection as well as some other Australian publications), the family of Dennis Young, late of the Law School (legal books), Mr. & Mrs. H. Barnett (art books) as well as continuing benefactors such as Prof. C. Wood, Emeritus Prof. A.G.L. Shaw, Mrs. J. Krol, Mrs. J. Strauss, Assoc. Prof. M. Clyne, Dr. P.S. Lake, Sister E. Burchill and others.

In the publications exchange area, J. McMahon completed a review of exchanges especially of the 100 odd recipients of Australian journal of French studies. The findings have now been presented for decision. Because of their use in publication exchanges with other libraries Mrs. McMahon has taken control of the free and sale distribution of various Monash library publications.

4. Staff

A number of long-serving staff resigned during the year, viz. C. O'Reilly after approximately 14 years, and L. Emmett after almost 10. J. Williams and R. Andersen also resigned during the year; their places being taken by S. Kiper and L. Lamont.

Due to the decline in ordering activity J. Davis, P. Kinder, J. Bloye, Z. Carydias, R. Andersen and F. Hogg were seconded to various departments for varying periods. Most spent time in the Cataloguing Department; R. Andersen and P. Kinder went to assist in Reader Services and F. Hogg in Hargrave Library.

Two of the secondees continued their secondment into 1987. Promotions of staff were:A. Briedenhahn to Librarian 2, P. Kinder to LO 2, P. Miles to LO 1.

Absences included M. Buechele, on leave without pay for approximately 2 months (July/August, December); M. Dix was on sick leave due to a car accident from June to November.

As usual we played host to visitors, work experience students and field work students, the latter hailing from the Monash Graduate School of Librarianship and the library schools of Bendigo CAE and Riverina IAE.

V. Wehner and A. Briedenhahn attended a workshop for supervisors, P. Kinder and V. Wehner participated in a Working Party on Government Publications; A. Briedenhahn, R. Cowen and V. Wehner continued their membership of the Acquisitions Systems Specification Group (A.S.S.G.). Most staff participated in the 25th Jubilee celebrations and the ACOST End of Year Seminar.

5. Conclusion

Due to the financial uncertainties the operations of the Department were greatly disrupted for a large part of the year. It is gratifying to record that all staff coped well with the disruptions and temporary reorganization necessitated by the decline of ordering activities.

V. Wehner
Acquisitions Librarian

# MONASH UNIVERSITY LIBRARY. CATALOGUING DEPARTMENT. ANNUAL REPORT 1986.

## Summary

1986 was an unsettled year for the library and this of course had an impact on the cataloguing department. However the work of the department is slightly buffered from the public and from immediate effects of purchasing cutbacks. So whilst concerns about employment conditions and the future of the library in general were frequently uppermost in the minds of staff, there was less disruption to everyday tasks than in some other sections. Indeed the drastic reduction in new titles acquired had the dubious advantage of allowing some small inroads to be made into cataloguing the backlog of humanities and social sciences material.

There was again a lot of staff movement due mostly to the need to replace staff on extended leave (or rehabilitating) following work-related injury, and the temporary employment of staff from the Acquisitions Department during the period of low activity there.

In June the long-awaited loading to ABN of the final batch of Libramatics records was completed. For the first time in 18 months a cumulated, up-to-date microfiche catalogue was received. At the end of the year more than 150,000 ABN records carried Monash holdings information.

System and procedural changes were very few in comparison to 1985 (at least partly due to the freezing, pending review, of local development of automated systems). This did allow staff to settle into relatively smooth routines, although the lack of progress toward provision of on-line public access to the existing machine-readable catalogue records was disappointing.

The total number of new titles catalogued (all materials) was roughly the same as in 1985, although the activity represented by this number was slightly different. A number of special projects were successfully completed in addition to normal maintenance and revision activities.

## Cataloguing Activity

Excluding periodical backsets, 24,702 new titles were catalogued in 1986, compared with 24,842 in 1985. Further details of monograph and periodical cataloguing is provided below.

## Monographs:

|                    | 1986  | 1985  |
|--------------------|-------|-------|
| NEW TITLES:        | 23829 | 24107 |
| FULL COPY RECORDS: | 71%   | 78%   |
| INTERIM RECORDS:   | 15%   | 11%   |
| ORIGINAL RECORDS:  | 14%   | 11%   |

23,829 new monograph titles were catalogued, slightly fewer than in 1985. However, within this, the proportion of original (as opposed to copy) cataloguing increased by about 4%. There is some evidence that the hit rate of Monash acquisitions against the ABN data base has declined - the percentage of full records found dropped by 8%. However 1985 was the first year of ABN cataloguing and may have been atypical. These figures represent titles catalogued, not titles received, so the "hit rate" can be effected by the selection of items to catalogue. In 1986 most receipts were catalogued in the same year, but not so in 1985. The drop in available copy was taken up in an increase in original cataloguing activity (the 4% noted above) plus a similar increase in the number of interim records used. Until a thorough follow up is done on this latter group of records it is not possible to analyse the situation completely. When the library joined ABN, cataloguers were given some very broad guidelines regarding the use of interim records. It is important that we now look closely at how well we have predicted national agency cataloguing for these items, and refine the guidelines accordingly. Without this, it is possible that a significant number of items will continue to be represented in our catalogue by interim records indefinitely. In most cases these do not provide adequate access, especially in the microfiche catalogue. Unfortunately this follow up is a time-consuming activity, but every attempt will be made to make a start on it in 1987.

In addition to the new titles catalogued, a total of 3,111 volumes were added as extra copies. In many cases the catalogue records for the titles were transferred to ABN as part of the adding on procedure.

823 items were catalogued for university departments.

More than 770 requests for urgent/accelerated cataloguing were received and satisfied. The majority of these were for items shelved in the closed humanities and social sciences backlog.

Periodicals:

Serials cataloguers created a total of 787 new records during the year. Of these 65% were for new subscriptions and backsets of titles not held before. The remaining 35% were necessary because of changes in titles already held. Approximately 15% of the total required original cataloguing. Similar analysis of periodicals cataloguing in 1985 is not available.

Revision and maintenance:

General: Apart from cataloguing newly acquired titles cataloguing staff routinely undertake revision and maintenance tasks. Some statistics of these activities in 1986 follow.

    * Periodicals cataloguers revised approximately 850 records, converting some 150 from card to machine-readable (ABN) in the process.

    * Approximately 1300 volumes were transferred between collections or branches. A significant proportion of these resulted from rationalisation of hospital library collections.

    * Most new inventory entries are generated automatically from another procedure. However on average roughly 2,500 transactions per month were made by the Inventory Unit. These included several large batches in preparation for BOOKLIST.

Special projects:  A number of "one-off" revision/maintenance tasks were undertaken.

* As part of the relocation of the government publications collection, some rationalisation of the "GP REF" collection with the main library reference collection occurred. The tedious and sometimes difficult job of cross-checking and amending the various records for these items took a considerable amount of two staff members' time for some months.

* The publication of a revised classification schedule for data-processing, while welcomed for current cataloguing, also heralded a reclassification task. Much of this work was undertaken by Hargrave staff, but with the plethora of records to be changed for each item, there was plenty for the Hargrave cataloguer to do also. Law too made some classification changes which required reclassification of groups of material.

* Following the successful loading of Libramatics tapes to ABN, cataloguers had to access more than 1000 records individually to check and correct problems detected by the loading programs.

* With all machine-readable records now available on-line through ABN, it was possible to embark on several large checking and error correcting tasks relating to records created before ABN participation. Considerable progress was made in each of these, and 1987 should see them finally completed.

Other activities:

*David Farrer again acted as consultant and reviewer to the project of cataloguing the Ukrainian Bishop's Library to ABN.

*Din Diradji was able to spend some time designing spreadsheets to improve the efficiency of the department's collection and analysis of statistics.

Staffing:

In general there continued to be little real turnover of staff. Three vacancies left by 1985 resignations and retirements were filled early in the year, but a vacancy created by a later resignation had to remain unfilled. Several staff were forced to take extended periods of leave following work-related injury, and were only able to resume normal duties very gradually. In addition, absences on long service and maternity leave added to the gaps in our normal staffing. Acquisitions was able to provide us with some assistance in the latter half of the year and some temporary staff were also employed.

Staff movements:

Appointments:    Louise Thomas, DPO (part-time, continuing)
                 Sandra Lauder, DPO (part-time, continuing)
                 Jenny Warren, Cataloguer (full-time  continuing)
                 Lyn Howell, DPO (part-time, temporary)
                 Vicki Robinson, DPO (part-time, temporary)
                 M. Gunapala, Cataloguer (part-time, temporary)

**Resignations:** John Sunner, Cataloguer (full-time)

Reclassifications:

Alicia Salazar and Maria McKenna were both successful in their applications for reclassification of their positions to LO2 and LO3 respectively.

Staff exchanges and secondments:

Jean Golding and David Farrer again helped out at the Information Desk in the Main Library in exchange for Janice Appleton's time in cataloguing in the latter half of the year. This is staff exchange in a very small way, but it provides excellent opportunities for improving communication and understanding between the two sections. Hopefully the arrangement will continue, and possibly be expanded in the future.

Zoe Carydias, Jocelyn Bloye, Lorraine Lamont and Joan Davis were all loaned to Cataloguing by Acquisitions for varying periods of time while activity in their home department was low. Whilst this arose out of rather sad circumstances, it was very helpful to the Cataloguing Department. It would be pleasing to see a more deliberate and planned programme of staff exchange between the two technical Services departments in the future.

The Hargrave Librarian again assigned reference librarians (Nhan Le and Tessa Morton) responsibility for liaising with the Hargrave and periodicals cataloguers. The opportunities for exchange of knowledge and advice is much appreciated by cataloguing staff.

Students:

Several students spent time in the department. These included four students of librarianship (from Riverina, Ballarat, RMIT) on field work placements and two year 10 school students on work experience. As usual they were introduced to the department's work by experienced staff and all seemed to find their time here useful.

Training:

With so many temporary staff new to the department, and the need to reallocate duties amongst existing staff, considerable time and effort went into basic training and retraining in various tasks. One outcome of this was the opportunity to discuss training and induction procedures with those on the receiving end. The comments received were not all complimentary, but were constructive. As a result it is planned that considerable attention be given in 1987 to reviewing current procedures and developing and documenting appropriate programmes.

Toward the end of the year it finally became possible for Sandra Lauder and Mary Pavlaki to begin to use Multi-Mate, the microcomputer word-processing package owned by the library. The training was basically self-teaching using the package's tutorial and a helping hand from Neil Renison, the Database Administrator.

Following the implementation of WLN release 2.4 on ABN, Joan Gray attended a "bridging course" offered by CAVAL. It was decided to mount in-house half-day courses to brief all staff on the changes, and this is planned for January and February next year.

## Other staffing matters:

As a result of the need to cope with staffing changes with little warning, and also to minimise th risk of injury, considerable attention was given to job design and allocation of duties, especially of clerical and keyboarding tasks. Firm conclusions have not been reached but it seems that in future there should be less delineation between precataloguing and data entry tasks, and some attention given to the need for backup in specialist cataloguing areas.

Position descriptions have not been completed for cataloguing department positions although this was a task planned for 1986. By the end of 1986 it was apparent that the library's classification scheme and the format of position descriptions was under review. Hopefully the situation will become clearer early in the new year, but in any case some form of position description will made for all positions during 1987.

Staff development, staff appraisal, decision-making, delegation and communication were all topics widely discussed in the library in 1986. The department's "open day" arranged at the request of ACOST seemed most successful in informing our colleagues about our work, but also focussed our attention on communication within the department. Several cataloguing staff have made useful and positive suggestions in these areas which will be discussed further in 1987, and should result in improvements.

## Systems and products:

There was relatively little change in the procedures used by Cataloguing in 1986. Some MIPS bugs were fixed, reducing the number of exception procedures which had to be followed, but no development work on local systems was permitted, pending a review of library automation generally.

The badging (accessioning) procedure was amended to allow backlog items to follow normal procedures. This has meant the interposition of a new step in the workflow whenever these materials are catalogued (at the end of the year this was most of the time). It is very pleasing to have this facility, but it has put considerable pressure on precataloguing and data entry staff, as it involves handling each book yet again.

The pilot project to provide on-line public access in the Hargrave Library to inventory records (BOOKLIST) was completed, but this did not directly involve the department. The inventory unit did acquire some batches of amendment work during the creation and testing of the BOOKLIST database.

ABN mounted release 2.4 of the WLN software in November. Several useful new commands were thus made available, and a few irritating changes to screen displays appeared! Investigation will be carried out early in the new year as to whether the enhancements can be used to improve the efficiency of the cataloguing process. The availability of terminals is likely to be a limiting factor in this.

We are still unable to input diacritical marks directly from the Ericsson keyboard. There was some attempt to test the prototype diacritic keyboard during the year, but there appear to still be problems.

The catalogue records created or selected by cataloguing staff continue to only be accessible to the public via a microfiche catalogue. Although the loading of Libramatics records to ABN reduced the number of microfiche catalogue sequences, the format of the catalogue is not really satisfactory. ABN's decision to produce brief index entries plus a register means that much useful information is not readily available to the user. However alternative formats would greatly increase the cost of the product. Access to interim records is extremely limited. (As mentioned ways of limiting the length of time we carry interim records will be investigated, but any action on this will increase the proportion of original cataloguing and reduce the total output). Added to this, the need to cut costs in 1986 resulted in the frequency of supplements being reduced to bimonthly. Reference staff have had to rely heavily on the call-numbered order record, accessible through SESAME, to trace more recently catalogued material. (One positive advance was the decision that this access is now timely and reliable enough to cease maintaining a card backup file. From 1987 the "CAVAL" file will not be added to!). Although eternally optimistic that the day will come when the catalogue records are fully and efficiently utilised, the current situation is very frustrating.

## Accommodation:

It was necessary to rearrange furniture in the "typing room" in order to accommodate new desks for keyboard tasks. The addition of a microcomputer workstation to the department in 1987 will probably mean that we have reached our space limit unless a major reorganisation is undertaken.

Airconditioning continued to be an issue in 1986. Staff frequently complained of stale, dry air and drowsiness although in some areas the main problem seems to be cold draughts. A brief description of problems was sent to the University Librarian, with a request that he investigate the issues further with appropriate technical staff.

## Conclusion

Overall the department coped with 1986 well. Cataloguing of new titles was maintained in spite of considerable disruption in staffing and periods of uncertainty regarding the library's future organisation. Several tedious behind-the-scenes tasks were completed. I am particularly grateful for the willingness of staff in all sections to become involved and offer suggestions for improvement in work procedures. It is to be hoped that the experiences of 1986 will further enhance our ability to be prepared for, and cope with, a changing work environment, for it seems likely that that will continue.

Jan Maslen
Cataloguing Librarian.
February 13, 1987.

## 1. General

The financial crisis dealt a severe blow to the Humanities and Social Sciences Library. The impact was felt in every section of the library.

Being the Main Library, with longer hours of opening, and many more service points to operate, staff members were stretched to the limit. It was a frustrating experience for those section heads who had to maintain the usual high standard of service without adequate staffing replacements as a result of the budgetary constraints placed on the library. We were doubly disadvantaged, with the added constraints imposed on the replacement of staff on workers' compensation. A long term solution in providing a meaningful job for the rehabilitation of staff is still required.

The McDonell Report and the meetings and follow-up action generated a lot of work for everybody. The Library Planning and Development Group was duly established and worked furiously to address the issues highlighted by the Committee. Because of the short notice and the closeness to the end of the term, we could only conduct a pilot survey. The results should help us assess user needs and plan for a more comprehensive survey in 1987. Hopefully, the time and energy expended will result in an improvement in Library affairs in the immediate future.

The extraordinary events of the year pushed back many departmental priorities, including some very important projects. It was truly a year of management by crisis.

In spite of the atmosphere of gloom and doom, it is a credit to the staff that we have not only managed to survive a difficult year, but have chalked up quite a few achievements as well.

## 2. Organisation and Staffing

### 2.1 Reclassifications

It was pleasing to note that the reclassification of para-professional staff went through relatively smoothly. However, the reclassification of several professional staff positions remains in abeyance. It is apparent that an overall organisational review is necessary if anomalies are to be satisfactorily redressed.

The position of Collection Management Librarian was established to replace the position of Selection Librarian upon the retirement of Adrian Turner. We were fortunate to be able to second Neil Renison to the position to help in the transition period.

### 2.2 Staff Movements

Resignations
Valerie Dutton (Periodicals)
Daria Fedewytsch (Rare Books)
Maree Harris (Student Reading)
Carol Kempe (Loans)
Lam Ki Tat (Periodicals)
Anne Macauley (Reference)
Shelley Milligan (D.Cochrane Library)
Ailsa Mitchell (Loans)
Jean Newby (Reference)
Jeanette Powell (Student Reading)

**Retirement**
Jack Battersby (Attendant)

**Transfers**
Shannon Azzaro (ILL)
Susan Dusting (Student Reading)
Virginia Hill (Student Reading)
Steve Kafkarisos (Reference)
Susan Radvansky (Special Projects Librarian)

**Appointments**
Jenni Beale (Reference)
Laura Brinson (Periodicals)
Sandra Cochrane (Periodicals)
Anna Davis (Reference)
Margaret Mappin (Student Reading)
Liz Ramsay (Reference)
Eddie Walsh (Periodicals)

3. Collections

3.1 Monographs
Collection development practically ground to a halt when the book budget fell apart due primarily to the escalating cost of periodical subscriptions. For the greater part of the year, only urgent items required for immediate coursework could be ordered. In 1986, 12,054 monographs were acquired compared to 22,998 in 1985, a drop of 52%. It would be optimistic to hope that this gap could be filled in the future.

Table 1. H&SS Acquisitions, 1984-1986

| YEAR | TOTAL VOLUMES | | | | TOTAL INCREASE IN YEAR | PERIODICAL TITLES RECEIVED |
|------|------------|------------|------------|---------|---------|---------|
| | Monographs | Periodicals | Microforms | Total | | |
| 1984 | 563,495 | 106,157 | 139,091 | 808,743 | 30,153 | 6,992 |
| 1985 | 586,493 | 109,846 | 144,849 | 841,188 | 32,445 | 6,839 |
| 1986 | 598,547 | 113,215 | 150,653 | 862,415 | 21,227 | 7,518 |

3.2 Periodicals
In anticipation of the necessity to contain periodicals subscriptions in 1987, in November the Periodicals Review Sub-Committee set in motion the procedures for cancellation so that the necessary 10% cut can be made in time.

## 3.3 Special Collections

A much needed manual on the Special Collections was compiled for the use of library staff. The move of the special collections from the 5th Floor to the Lower Ground Floor, will improve access to these valuable resources.

## 3.4 SEA Collection

The SEA pamphlet collection was moved to the Lower Ground Floor, together with the other special collections. It is expected that there will be an improvement in the servicing of this collection when the office and consulting area is completed.

Our collection has been strengthened by the gradual acquisition of the VOC Microform Archive. We now hold about 80% of the Batavias inkomend briefboek series from the VOC Overgekomen brieven en papieren comprising some 11,300 microfiche and 300 reels of microfilm.

## 4. Services

The introduction of Copytex cards in place of coin-operated units for the photocopiers have helped to streamline administration procedures and improve services to the users.

## 4.1 Reference

The abolition of the G.P. Inquiry Desk on the 5th Floor, and the transfer of the G.P. reference service to the Information Desk on the Ground Floor is an improvement in the deployment of reference staff. For the settling in period of the G.P. move, particularly when the G.P. collection was in transition between the two floors, the Information Desk roster was strengthened during critical periods to enable reference staff to give personal service on the 1st and 5th Floors as required. Further adjustments in reference staffing became necessary in the second half of the year when Robin Lenan assumed the role of Acting Rare Books Librarian. The reference staffing situation should stabilize in 1987 with the completion of the G.P. move to the 1st Floor, and the integration of the G.P. reference materials into the Reference Collection.

After struggling for years with multiple catalogues, the arrival in April of the ABN microfiche cumulation provided some relief in reducing the number of sequences to be checked. The availability of ABN online and Sesame were also of great assistance to reference and ILL staff. Nevertheless, until we get an integrated online system, reference staff and library users will still need to look up three different catalogues to ascertain whether we hold a particular item.

### Table 2. Reference statistics 1984-1986

|  | 1986 | 1985 | 1984 |
|---|---|---|---|
| Directional | 20,091 | 21,307 | - |
| Reference | 21,807 | 20,353 | - |
| Total | 41,898 | 41,660 | 41,408 |

## 4.2 Online Information Services

Jean Newby's departure to Queensland in January was a blow to our online plans. We were fortunate to be able to recruit Jenni Beale in March. Nevertheless, online information services was to all intents and purposes relegated to a back seat in the wake of the financial crisis and the imposition of a surcharge on all searches in an attempt to implement full cost recovery, including training costs. As to be expected the surcharge of $50 per external search and $30 per internal search had a negative effect on the demand for searches. Sacrifices had to be made in online training as well.

### Table 3. H&SS Online Searches 1984-86

|                                | 1984 | 1985 | 1986 |
|--------------------------------|------|------|------|
| No. of Official searches       | 102  | 132  | 98   |
| No. of Ready Reference searches | 265  | 343  | 190  |
| Total No. of searches          | 367  | 475  | 288  |

## 4.3 User Education

As usual, introductory tours were conducted and displays mounted for Orientation Week.

Our representative on the Joint Orientation Committee for 1986 was Rosemary Gall, who also assumed responsibilities for co-ordinating user education activities. Rosemary Gall and Jean Newby were jointly responsible for the production of a 13 minute video Information Retrieval-Online, which has been very well received.

### Table 4. User Education Statistics 1985-86

|            | No. of Groups | | Contact Hours | | No. of Students | |
|------------|------|------|------|------|------|------|
|            | 1985 | 1986 | 1985 | 1986 | 1985 | 1986 |
| Elementary | 29   | 24   | 26.5 | 26   | 251  | 260  |
| Advanced   | 61   | 53   | 85   | 68.5 | 868  | 767  |
| Other      | 24   | 21   | 22.5 | 13   | 407  | 384  |
| Total      | 114  | 98   | 134  | 107.5 | 1,526 | 1,411 |

## 4.4 Loans

Although VAX7 was unavailable for more than 70 hours, fortunately, due to the availability of VAX14 as an additional backup unit, we were without a system for only about 2 hours.

The introduction by Student Records of new covers for student I.D. cards created problems for us, as the cards were too thin to activate the microswitch on the cardholders. The problem could only be redressed at the end of the year, with the completion of the examinations.

The number of books loaned continued to decline, in contrast to the increase in the use of photocopiers. The number of recall/late fee notices processed increased by about 12% totalling 43,406. However, this increase did not have any apparent effect on the number of queries.

A total of 220 Monash staff/students were registered for the CAVAL Reciprocal Borrowing Scheme.

Special Borrowers enrolled totalled 939, an increase of 54 over 1985. Unfortunately, the proposals for the introduction of fees for non-Monash borrowers did not progress very far due to the predominance of other more urgent issues.

Staff are still hopeful that the long standing request for an online circulation system would get top priority and funds be made available for its implementation.

For a trial period during the third term, academic staff were able to place a reservation for items that were out on loan at the Main Library, and which were not on current student reading lists. A review of this trial will be carried out early in 1987.

### Table 5. Loans Statistics 1985-1986

| | | 1986 | 1985 | +/- |
|---|---|---|---|---|
| 1. | HOURS OF SERVICE | | | |
| | 1.1 HOURS LIBRARY OPEN | 3,240.5 hrs | 3,262.5 hrs | - 22 |
| | 1.2 NUMBER OF HOURS LOANS SYSTEM UNAVAILABLE | 2hrs 10mins | 10hrs 28mins | - 8hrs 18mins |
| 2. | ADJUSTED RETURNS | | | |
| | 2.1 NUMBER OF BORROWERS WHO HAD LOANS ADJUSTED | 1,651 | 1,666 | - 15 |
| | 2.2 NUMBER OF TRANSACTIONS ADJUSTED | 2,303 | 2,205 | + 98 |
| | 2.3 NUMBER OF BOOKS FOUND ON SHELVES | 857 | 900 | - 43 |
| 3. | NUMBER OF LOANS | 338,075 | 368,571 | - 30,496 |
| 4. | LATE FEE/RECALL NOTICES PROCESSED | 43,406 | 38,112 | + 5,294 |
| 5. | SPECIAL BORROWERS ENROLLED | 939 | 885 | + 54 |
| 6. | EXTENDED LOANS ISSUED | 1,778 | 1,528 | + 250 |
| 7. | LATE FEES ADJUSTED | 333 | 383 | - 50 |
| 8. | LOST/MISSING BOOKS REPLACED | 131 | 139 | - 8 |
| 9. | I.D's REPLACED, STAFF & STUDENT | 862 | 933 | - 71 |
| 10. | MONASH STAFF/STUDENTS REGISTERED FOR CAVAL | 220 | N/A | |

## 4.5 Inter-Library Loans (ILL)

The trend of an increasing usage of Inter-library loans continues. The number of items wanted by Monash in 1986 was 3,522, compared to 2,205 in 1983, an increase of 60%.

The appointment of an ILL Co-ordinator was much appreciated as it helped to relieve the Reference Services Librarian and the Subject Librarians from ILL checking and provide continuity in the ILL Office.

### Table 6. Inter-Library Loans 1983-1986

|                      | 1986  | 1985  | 1984  | 1983  |
|----------------------|-------|-------|-------|-------|
| Items wanted         | 3,522 | 3,207 | 2,807 | 2,205 |
| Items supplied       | 3,152 | 2,909 | 2,595 | 2,294 |
| Items lent ex-Monash | 6,656 | 5,911 | 5,578 | 5,762 |

## 4.6 Student Reading

In an attempt to cope with the high volume of reserve transactions, it was decided to introduce additional photocopying machines within the Reserve area. This initiative did result in the desired decrease in items being checked out from the Reserve Desk, 70,615 transactions compared to 111,674 items checked out in the previous year - a 38% decrease.

Consequently, staff have been less pressured despite the increasing number of items on reserve. However, the continuing increase in photocopies placed in reserve has serious implications for staff and space. A review of the loan periods and the reserve collection will be a high priority project in 1987, particularly in the light of the decline in loans of other library materials.

### Table 7. Usage: Loans and Reserve Transactions 1984-85

|      | Staff  | Student | Short term | Sub-total | Reserve | Total   |
|------|--------|---------|------------|-----------|---------|---------|
| 1984 | 77,111 | 167,947 | 114,070    | 359,128   | 119,437 | 478,565 |
| 1985 | 84,389 | 170,586 | 101,828    | 356,803   | 111,674 | 468,477 |
| 1986 | 91,832 | 160,837 | 71,571     | 324,240   | 70,165  | 394,405 |

### Table 8. Size of Reserve Collection and SRR File 1984-1986

| | Photocopies on Reserve | | | Books on Reserve | | SRR File |
|---|---|---|---|---|---|---|
| | Titles | Copies | Titles | Copies | | (Titles) |
| 1984 | 8,325 | 16,871 | 7,117 | 8,072 | | 31,198 |
| 1985 | 8,155 | 15,593 | 7,043 | 7,931 | | 32,586 |
| 1986 | 8,929 | 22,212 | 7,664 | 8,784 | | 32,498 |

### 4.7 Government Publications

The Government Publications Office moved to the first floor to join with the Periodicals/Audio-Visual Office in February. The move was completed in November when the GP collection was finally brought down to the first floor. During this transition period, staff faced up to the challenge of working with a collection on the fifth floor very well. The rationalisation of office and service areas on the first floor will enable staff to be more efficiently employed in the information service points, and in particular, improve access to the GP collection. The recommendations of the working party on GP definition were accepted and implemented. Another improvement was the enhancement of the Reference Collection with the integration of the GP reference materials. As a result of the changes arising from the move, it was necessary to revise the statistics recorded. Future statistics will be based on this new format.

### Table 9. 1986 Government Publications Inquiries

| | |
|---|---|
| From G.P. Office | 929 |
| Inquiry Desk (1st Floor) | 775 |
| Information Desk | 1,691 |
| Total | 3,395 |

## 4.8 Periodicals/A-V

Following the amalgamation of the Government Publications office with the Periodicals/A-V office, an ergonomic assessment of the area was undertaken, and most of the recommendations that were within our limited budgetary means were implemented.

The introduction of Copytex cards for photoreproduction greatly facilitated the use of the microform reader-printers - an increase of 60% compared to 1985 usage. It also released the pressure on the office photocopier, as teaching staff used the nearest available photocopier. Use of the taped lectures continued to rise - a 14% increase over 1985 figures (25% increase compared to 1984).

The first floor arrangement has worked out very well. Overall, the Inquiry Desk (1st Floor) is providing an invaluable service with an 18% increase in queries over the previous year.

### Table 10. Inquiry Desk (1st Floor) 1984-1986

| DESK ENQUIRIES | 1984 | 1985 | 1986 |
|---|---|---|---|
| Taped Lectures | 16,977 | 18,711 | 21,379 |
| Other Taped Lectures Enquiries | 5,952 | 7,085 | 7,953 |
| Periodicals/Newspaper Enquiries | 8,206 | 7,655 | 8,419 |
| Audio-Visual Enquiries | 2,054 | 1,681 | 3,320 |
| Directional Enquiries | 1,633 | 1,725 | 2,527 |
| Rare Books Enquiries | 555 | 416 | 263 |
| Photoreproduction - Microform | 334 | 1,297 | 2,144 |
| Photoreproduction - Paper | 2,258 | 2,147 | 1,009 |
| Government Publications | N/A | N/A | 798 |
| Video Usage | N/A | N/A | 333 |
| Total | 37,969 | 40,717 | 48,145 |

## 4.9 Services to Students with Disabilities

The service is provided by a part-time resources person working 21 hours a week. In response to our request for casual assistance to cover peak periods, a special grant of $2,100 was provided for 1986 by the Vice Chancellor's Advisory Committee for People with Handicaps. This assistance was very much appreciated. In addition, we were assisted by 15 regular volunteer readers, reading approximately 20 hours per week.

The four carrels reserved for reading books onto tape and students with disabilities have been very well used.

In 1986, staff assisted students with disabilities on 579 occasions.

## 4.10 Rare Books

Robin Lenan took on the job of Acting Rare Books Librarian when Susan Radvansky assumed her new duties as Special Projects Librarian in July. The Rare Books roster was supplemented by assistance from several reference librarians. At the end of the year, Daria Fedewytsch resigned her part-time hours to take up a permanent position at Melbourne University.

Theses with microfiche backup were transferred to the 5th Floor, releasing much needed space in the Rare Books Room.

Important acquisitions include:

Number 22, 3rd series (Margaret Preston) of Art in Australia
Die Traumenden Knaben (1908) by Oskar Kokoscha. This item from the Hirsch collection is valued at A$12,000.
Negro: an anthology (1934) by Nancy Cunard
Seven pillars of wisdom (1935) by T.E.Lawrence. (first trade edition)
Letters of ... Swift ... ed. by J.Hawkesworth in 3 vols. Davis et al (1766)
The miscellaneous works of the late Dr. Arbuthnot 2 vols. (1751)
Map of Ireland (1711) This hand-coloured map complements the Swift Collection.

We were fortunate to receive a substantial gift of Australian Democrats materials.

The discovery of a unique interleaved and handworked version of Flora Australiensis (the nation's first botanical guide) in our Rare Books collection, was written up in the Monash Reporter.

Exhibitions mounted during the year:

1. Books from the old world to the new.
2. The Monash University Library 1981-1986: a Silver Jubilee photographic display

Professor Hermann Read, Co-ordinator of the Jonathan Swift Centre, Westfalische Withelms Universitat, Munster, was very impressed with our Swift Collection when he visited in August, and expressed the desire to spend more time at Monash on his next visit.

### Table 11. Rare Books Statistics 1986

|  | 1986 |
| --- | --- |
| Books read in Reading Room | 2,556 |
| Personal inquiries | 310 |
| Telephone inquiries | 225 |
| Photocopying requests | 63 |
| Photographs | 10 |
| Binding | 10 |
| Loans | 35 |
| Total vols. in stock | 21,999 |

5. **Music Library**

The H&SS Librarian and the Music Librarian prepared a submission on the staffing and budgetary requirements of the Music Library in late 1985 in the hope that Music Library problems could be solved in 1986. At a meeting held by the University Librarian, the Dean of Arts and the professor of Music the establishment of a Music Library Committee was suggested. Unfortunately, the financial crisis and activities arising from the McDonell Committee dominated the scene in 1986, and the proposed Music Library Committee did not eventuate. Until the Committee is established, and the staffing and funding issues are addressed, there cannot be a satisfactory solution to the Music Library problems.

### Table 12. Music Library Statistics 1985-86

|                                    | 1985  | 1986  |
|------------------------------------|-------|-------|
| Reference inquiries                | 1,379 | 773   |
| Loans (incl. reserve, tapes)       | 8,576 | 5,310 |
| Others (incl. practice room key)   | 5,818 | 4,428 |
| No. of users                       | 266   | 285   |

6. **D. Cochrane Library**

In line with the other departments, the Library had to make some sacrifices when staff replacements not related to a service point were frozen for the year.
Despite the backlogs, staff coped well with the added difficulties during the year.

7. **Publications**

7.1 **Mainline; the HSS newsletter**

5 numbers have been issued this year:
No.7    ESCM (Early Selection of Core Material)
No.8    Services for postgraduate and fourth year honours students.
No.9    Implications of the funding crisis for the Humanities and Social Sciences Library.
No.10   Reservation of items out on loan.
No.11   Library budget 1987.

7.2 **Periodicals in Monash Libraries** (PIML)
The 1986 edition incorporated the supplement issued in 1985.

7.3 **Pathfinders compiled include: -**

German literature
Guide to the Music Library
History of education for women
Marketing
Philosophy
Politics

7.4 Monash University Library Occasional Publications Series. (MULOP)

The second number entitled Union Catalogue of Music Serials in Victorian Libraries 1985 was compiled and edited by J. Bourne.

Although there was a long list of items awaiting publication, the publications programme came to a halt as a result of budgetary constraints. Fortunately, a generous grant from the International Year of Peace Secretariat, Department of Foreign Affairs, enabled us to publish number 3 - Education for Peace: a Select Bibliography by G. Whyte.

7.5 Monash University Theses 1961-1968. Volume 1 Humanities and Social Sciences and Law compiled by R. McGinnes and edited by V. Nash was completed in October. Again, due to financial constraints, only a limited number of working copies were produced, with the help of the Education Faculty.

7.6 Another useful reference tool, Guide to the Special Collections was compiled by M. Pernat.


8. **Staff Development/Professional Activities**

8.1 Seminars/Workshops

- Accepting Responsibility 1: Workshop for Supervisors (Basic) - L. Stone, M. Harris, C. Hartung, J. Broughton, A. Martys.
- Accepting Responsibility 2: Workshop for Supervisors - K. Jewell, D. Quin, S. Azzaro, L. Stone, J. Osborne, T. Naish, S. Little, R. Gall, J. Beale, C. Hartung, R. Lenan.
- Bio-Business Workshop - J. Appleton, J. Beale.
- CAVAL Government Publications Workshop - J. Appleton, J. Beale, M. Pernat, S. Little, R. Gall, J. Osborne, S. Azzaro.
- Census Workshop - M. Pernat.
- CSEAS Seminars - H. Soemardjo, C.H. Ho.
- Government Publications Interest Group Seminars - G. Whyte, S. Little, R. Raynes.
- GSL Seminars - C.H. Ho, J. Bender.
- HEARU Course on OHT - M. Pernat.
- History of the Book Conference - R. Lenan.
- IAA Biennial Conference - R. Gall, J. Osborne.
- Library Promotion and Marketing Workshop - C.H. Ho.
- New Information Professionals Conference - C.H. Ho.
- Online Information 1986 Conference - C.H. Ho.
- PSYINFO Workshop - M. Pernat, J. Appleton, J. Beale, J. Bender.
- Serbio-Croation Seminar - R. Lenan.
- Serials Automation Seminar - J. Osborne.
- UNATP Workshop on Time Management - T. Naish.
- VPSEC Conference on Affirmative Action in Tertiary Institutions - G. Whyte.
- Victorian Occupational Health and Safety Conference - J. Bender.
- Wordprocessor Course on LaTex - I. Carydias.
- Wordprocessor Workshop on Multimate - C.H. Ho.

8.2    Committees

8.2.1  Campus-wide/External Committees
       General Staff Association. Vice-President - J. Bender.
       General Staff Association. Equal Opportunity Committee - G. Whyte.
       General Staff Association. IAGSA Convenor - R. Gall.
       General Staff Association. IAGSA Secretary - J. Bender (till July)
                                              J. Beale (from August - )
       International Association of Music Libraries. Secretary of Victorian
            Branch. - J. Bourne.
       IAA Government Publications Interest Group. Secretary - G. Whyte.
       IAA Universities and College Libraries Section. Secretary - J. Bender.
       Reference Interest Group (Victoria). Committee member - R. Gall.
       University Council. Non-teaching staff representative. - J. Bender.
       University Council Standing Committee on Equal Opportunity - G. Whyte.

       The following staff members represented the Library on these committees: -

       Ad Hoc Committee on Library Holdings - C.H. Ho.
       CAVAL EDAC - C.H. Ho.
       CAVAL Reciprocal Borrowing Programme User Group - T. Naish.
       Faculty Boards : Arts/Education/ECOPS - C.H. Ho.
       Joint Orientation Committee. - R. Gall.
       Main Library Users' Committee - C.H. Ho.
       Periodicals Review Sub-committee - C.H. Ho, J. Osborne.

8.2.2  Library-wide Committees
       ACOST - R. Lenan, S. Little.
       ASSG - J. Beale.
  *    Conferences and Courses Committee - C.H. Ho.
       Ergonomics Committee. Convenor - V. Nash.
       Government Publications Working Party - G. Whyte.
       HSS Information Services Committee. Convenor - C.H. Ho.
       Monash University Library Occasional Publications. Editorial Committee.
            Convenor - C.H. Ho.
       OLCG - J. Beale.
  *    The initiative to establish a Conferences and Courses Committee ensured a
       more consistent application of limited funds for training and staff
       development.

8.3    Professional contributions
       G. Whyte gave a CAVAL workshop on Federal & State Government Publications.
       J. Beale was guest speaker at the ASCIS User Group Subcommittee of the
       Association of Independent Schools.
       J. Bender and C.H. Ho participated in an information session for
            prospective M.A. (Librarianship) students organised by the
            Graduate School of Librarianship.

9.     Concluding Remarks
       Undoubtedly, 1986 has been an extremely difficult year for all library
       staff.  Staff are hopeful that the deliberations of the Library Automation
       Committee would result in a speedy rectification of the present
       inefficient semi-automated system, and immediate steps be taken to
       implement an integrated on-line system so that Monash Library can be
       brought up to at least a level equivalent to that of the other major
       academic libraries in the country.


                                        Mrs. Ho Chooi Hon
                                 Humanities and Social Sciences Librarian

# Report 1986

## 4 August - 31 December, 1986

### Exhibitions

1. **Books from the Old World to the New.**
   8th September - 6th October.
   The exhibition was organized to accompany an international Conference on the History of Books, convened by Professor W. Kirsop.

2. **Belorussia and its books.**
   27th October, 1986 - 27 February, 1987.
   The exhibition was jointly organized by the Slavic Languages Department and the Library. As the first exhibition of Belorussian books in Australia it received very enthusiastic community support in the form of gifts, loans and a very successful opening function.

### Publications

1. The Bibliography of Professor Leslie Bodi's works, with an introduction, which includes an appreciation of his very significant contribution to the quality and quantity of the German Collection of the Library, is completed. It will be published as a chapter in the Festschrift, edited by Professor W. Veit.

2. German Australiana, continues.

3. The illustrated Monash copy of the Flora Australiensis.
   The article in the Monash Reporter on the discovery of the set of the previously unknown 19 volumes created an interest followed by articles in at least three newspapers and a periodical and two radio interviews. The publicity generated resulted in correspondence with descendants of Baron von Mueller's sister and also decendants of his illustrators and botanical assistants, beside botanists interested in Mueller's work. The result of our investigations, together with a description of our unique Flora Australiensis will be - hopefully - completed and published in time for a botanical conference in May in Berlin.

HARGRAVE LIBRARY

ANNUAL REPORT FOR 1986.

1.   **GENERAL**

1986 was the hardest year so far in the history of this library.  The
general lack of funds for both library materials and services combined
with not having an officially approved library budget until August, had
a detrimental effect on client and staff morale.  The long term
consequences of the floating of the Australian dollar, appears to be a
thirty percent reduction of the acquisition budget.  The order or
reduction has serious consequences for the academic program, especially
for research.  Except for student reading material and a few urgently
required items, the Hargrave Library ceased ordering books in April and
did not resume its acquisition program for the rest of the year.  The
Hargrave Library also commenced preparations for a major journal
subscription cancellation (the third in recent years!), aimed at
reducing its periodicals expenditure by approximately thirty percent.

One of the few highlights of the year was the Silver Jubilee Celebration
of Monash University.  The Hargrave Library's contribution to commemorating
25 years of teaching and research was the compilation of a reference
guide to Monash theses in physical sciences and engineering.  The reference
guide provides multiple bibliographic access to Monash theses and in this
respect is more complete than other similar guides to thesis work in
Australian Universities.  The project will be completed in early 1987 and
will constitute one volume of the Guide to Monash Theses.  As part of the
Silver Jubilee program, the Hargrave Library organized an exhibition of
works by and about Lawrence Hargrave.  The exhibition paid tribute to
Lawrence Hargrave's contribution to aviation, astronomy, history,
mechanical inventions and his expeditions to the Fly River Region of New
Guinea.  Judged by the number of visitors, the exhibition, which was
one month in duration, was a success.

SESAME Booklist, a computerized database, offering online access to
bibliographic records of books held by the Hargrave Library and journals
by the Monash University Library was introduced on public access at the
end of the academic year.  The database was readily accepted by users, as
a first approach to the Hargrave collection.  Although the database is an
abridged online title/author finding tool, it is repeatedly used to provide
subject access to the collection, often with considerable success.  A
formal evaluation of the use of SESAME Booklist is planned when usage is
at a representative level.

2.   **STOCK**

2.1   **SERIALS.**

A manual count of current serials received by the Hargrave Library
in July 1986, revealed 258 fewer titles than shown by the official
statistics.  The difference in the number of current serials was
due to a breakdown in reporting the last issue of serials received
by the library, which had been previously cancelled or discontinued.

Between July and December 1986, a further nett loss of 110
current serials was reported. The total number of current
serials received by the Hargrave Library in December 1986
numbered 2458 serial titles or 2462 current subscriptions,
compared to 2572 current serials in mid-year and 2830 current
serials reported in the previous year. Approximately 78% of
journals are purchased, the rest received by donation or on
exchange.

Journal subscription prices in the Hargrave area have risen
dramatically in 1986.

## HARGRAVE PERIODICALS EXPENDITURE WITH AVERAGE SUBSCRIPTION PRICE FOR THE YEAR.

HARGRAVE EXPENDITURE ON PERIODICALS 1981-86                HARGRAVE AVERAGE PRICE OF PERIODICALS 1981-
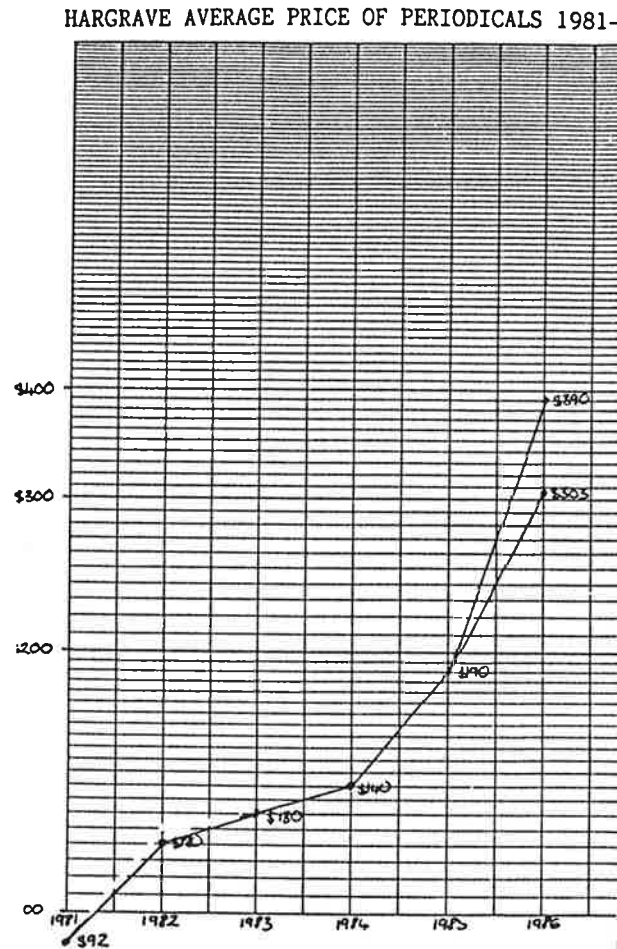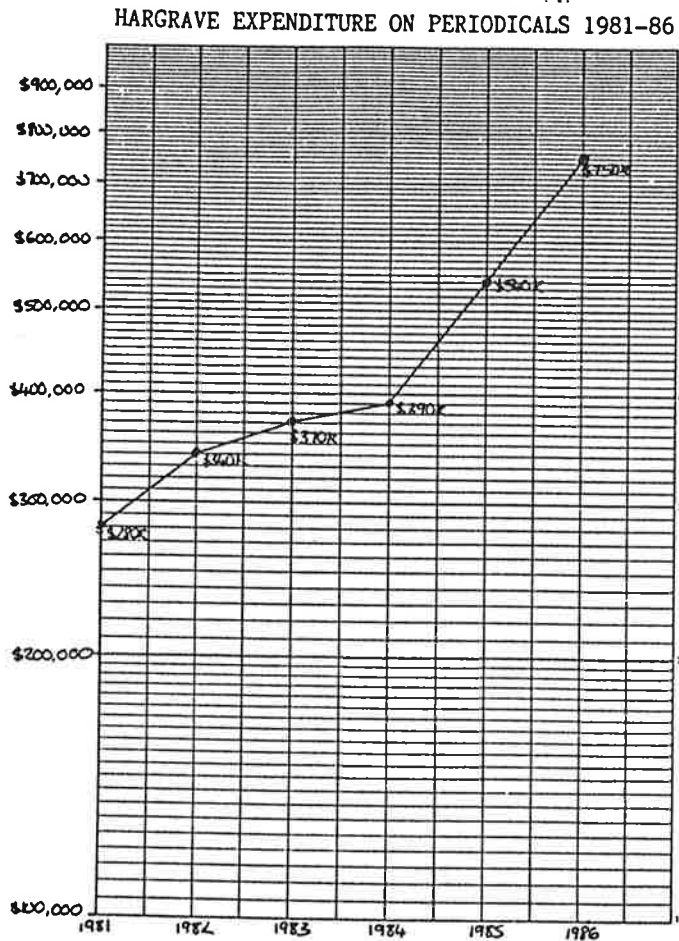


| Year | Hargrave Expenditure on Periodicals | Hargrave Average Price of Periodicals |
|------|-------------------------------------|---------------------------------------|
| 1981 | $279.236 | $ 92.47 |
| 1982 | $336,359 | $ 120.50 |
| 1983 | $367,150 | $ 130.15 |
| 1984 | $390.813 | $ 138.98 |
| 1985 | $538.976 | $ 190.45 |
| 1986 | $745,395 | * $ 386.42 |
|      |          | ** $ 302.76 |

*  $386.42 = average price of a purchased title.
** $302.76 = total periodicals expenditure divided by number of current
             serial titles.

The dramatic increase in journal subscription prices is forcing the Hargrave Library to carry out a major reduction in periodicals expenditure, unless the acquisitions budget is indexed to offset the effect of the floating of the Australian dollar.

The combination of the steep increase in the price of scientific and technical literature and the floating of the Australian dollar has forced universities and research organizations to drastically cut their journal expenditure. The widespread cancellation of journal subscriptions in the Sci-tech field has seriously depleted the availability of Sci-tech journals in Australia. For example, the Australian National University reduced its serials expenditure by $500,000 by cancelling subscriptions, mainly in the field of mathematics, physics, astronomy, chemistry and earth sciences. Similarly, the National Library of Australia has cancelled a large number of current subscriptions, the majority of which cover science and technology. CSIRO has cancelled 349 journal subscriptions in 1986, including journals which will no longer be available in any of the CSIRO libraries.

To ensure the continuing availability of serials in Australian libraries, academic and research libraries would be well advised to form legally binding information resource sharing networks or consortiums. A coordinated collection development on a regional and national scale, particularly in the expensive Sci-tech field is essential to preserve a viable research collection.

## 2.2 BOOKS

Once again, for the major part of the year, funds were not available for the acquisition of books. In 1986, the Hargrave Library added 1,448 monograph titles to the collection, compared to 2,304 monograph titles added to the collection in the previous year. Urgent financial support is needed to stop the long-term decline of the monograph collection.

## 2.3 MAPS

Very few maps were purchased during the year. Most maps were acquired under the NAT-MAP free distribution scheme or on exchange. AMCC (Australian Map Curator Circle) and AGIA (Australian Geo-Science Information Association) are both useful contacts for acquiring maps free of charge from member institutions.

## 3. SERVICES

While funds for services are declining, the demand for reader and reference services continues to grow.

## 3.1 LOANS

Statistics for internal and external lending are given for 1985 and 1986 for the prupose of comparison.

## INTERNAL LOANS

| Year | Type of Loan | | | | |
|---|---|---|---|---|---|
| | Staff | Student | Overnight | Reserve | Total No. of Loans. |
| 1985 | 29,470 | 46,335 | 37,563 | 11,153 | 129,559 |
| 1986 | 29,014 | 38,524 | 37,565 | 10,437 | 115,540 |

## INTER LIBRARY LOANS

| Year | Lending | Borrowing |
|---|---|---|
| 1985 | 5,038 | 2,601 |
| 1986 | 4,745 | 1,974 |

The drop in student loan transactions could be a reflection of the Hargrave Library's inability to purchase student reading material in adequate numbers.

3.2 **REFERENCE AND COMPUTERIZED INFORMATION SERVICES.**

Staffing levels did not permit the staffing of all service points in the Hargrave Library. Often, the information desk was the only access to reference services. The abstracts, periodicals and the map rooms were frequently not staffed, requiring all enquiries to be directed to the information desk. The result was queueing and dissatisfied readers.

Following the introduction of a surcharge for computerized information services, a sharp decline was noted in the number of requests for online searches. The only exception was CAS Online, where a 90% discount is given by the Chemical Society to academic institutions. An increasing number of the traditional reference services such as abstracting journals and encyclopaedias are appearing in machine readable format or on compact disk, some without a paper equivalent. Online information is cheaper, faster and more comprehensive than the manual search of the printed format of the same service.

The Hargrave Information Technology Service (HITS) provided the library with a modest, but much needed income. The service has potential for expansion and for generating more outside earnings, but funds are required to upgrade equipment and for publicity. The upgrading of equipment for online searches will benefit all users of the service, most of all the staff and students of Monash University.

3.3    **READER EDUCATION**

More students than ever before recieved formal instruction in reader education classes. Classes were given to the following student groups:

**Hargrave Library Reader Education Programmes in 1986.**

| **Physical Sciences** | - All first year students |
|---|---|
| Chemistry | - 2nd, 3rd, 4th year |
| Computer Science | - 2nd year |
| Earth Sciences | - 2nd and 3rd year |
| Environmental Science | - Masters level |
| Materials Science | - 2nd year |
| Mathematics | - 3rd and 4th year |
| Physics | - 4th year |
| Physical Geography | - 2nd year |
| **Engineering** | - All first year students |
| Chemical Engineering | - 4th year |
| Civil Engineering | - 4th year |
| Electrical Engineering | - 4th year |
| Materials Engineering | - 4th year |

Reader education classes were tailored to meet the special needs of the students. Some of the classes were accompanied by assignments which were corrected and marked by Hargrave staff. The reader education program was developed in close consultation with course coordinators and academic staff.

With the assistance of HEARU, a video program was produced, teaching the use of SESAME Booklist. Mrs. K. Thomas produced the video. She also assisted with the production of a video on ergonomics, to be used by the University.

3.4    **TECHNICAL SERVICES**

Nhan Le continued to assist the Cataloguing Department with providing a subject approach to the Hargrave collection. She was also involved in the bibliographic processing of Hargrave serials, the evaluation of the revised Dewey schedules for data processing, and continued her work on the revision of the MOS (Mathematics) index.

4.    **STAFF MATTERS**

4.1    **STAFFING AND WORK LOAD**

There has been no improvement in the staffing level of the Hargrave Library. In 1985, 15.4 Hargrave staff provided service on extended hours to just over a quarter of the Monash students. In 1986, three Hargrave staff temporarily reduced their establishment fraction in response to the University Librarian's call for assistance with salary savings. Two of the three staff volunteered to continue with fractional appointment into 1987.

Considering the pattern of library use, it would make sense to have a small number of reader services positions on a nine months per year basis. Staff would work full-time during the academic year and be on leave for three months each year. The approach would permit an increase in staffing during the academic year, at no additional cost to the library.

4.2    STAFF DEVELOPMENT

Staff were encouraged to meet the challenge of technological change effecting libraries by upgrading their skills through participation in continuing  education programs, training work-shops and through professional involvement.

Leigh Oldmeadow was the joint author of a paper on staff development and staff appraisal. Marta Chiba read a paper to a GSL Graduate Conference on "Bibliometrics as a library management tool".

Marta Chiba,
Hargrave Librarian.
April 1987.

1.  GENERAL
    In 1986 the University Library began the year with severely reduced
    finances, which had grave effects on each of the Branch libraries.
    It was a year of constant frustration from the need to cut back
    monograph orders to keep within the budget.  The Biomedical Library
    faces 1987 knowing that its periodical subscriptions of necessity must
    be reduced by ten per cent.  Following many years of static growth in
    its periodical collection, this could have a serious effect on the
    research programmes of Departments served by the Library.
    As a matter of great urgency the Biomedical Library needs an immediate
    increase in funding to at least maintain the level of periodical
    subscriptions.
    During the year the Vice Chancellor appointed a Committee, chaired by
    Dr. J.A. Mc Donell, to inquire into the present financing of the
    Library.  The Committee made several very forward looking
    recommendations for change, and it is hoped these will be acted upon in
    the future. However whilst the Committee was undertaking its inquiry
    most library operations were kept at minimum growth.

2.  ADMINISTRATION
    2.1  STAFF
    Early in 1986 Mrs. Catherine Jordan commenced duty as a Librarian I,
    in place of Mr. W. Parks.  With this change in senior library staff it
    was decided to reorganise the work of the reference librarians.  The
    Biomedical Librarian and the three reference librarians are now
    allocated certain Academic Departments with whom to liaise on book
    selection.  The Deputy Biomedical Librarian is responsible for the
    overall book budget, whilst the Biomedical Librarian undertakes
    responsibility for the periodical budget.

    At the end of 1986 Mr. W.A. Brown (Library Attendant) retired, and in
    September Mrs. Brenda Tunbridge, inter library loans officer, resigned
    following her marriage.  Mrs. Leanne Davey, library assistant at the
    Alfred Hospital sub branch, resigned to take up another appointment.
    Because of the financial restraints in the Library, generally it was
    not possible to immediately fill these positions, although casual
    staff was employed to help out in reader service areas.  During the
    year two staff members went on extended periods of maternity leave and
    leave without pay.  The lack of staff replacements has placed a heavy
    burden on remaining staff, especially the reference librarians, who
    have in addition to their other duties, had to take over
    responsibility for interlibrary loans.
    In the next two years several staff will become eligible for long
    service leave.  If provision is not made for relief staff, the
    burden will fall very heavily on other staff members.
    At the beginning of 1986 a new system for the classification of
    library positions was introduced.  As a consequence several positions
    were reclassified to a higher scale, and the present incumbents
    received salary increases.

## 2.2 UNIVERSITY/HOSPITAL AFFILIATION

The Queen Victoria Medical Centre at Clayton is scheduled for opening
in March/April 1987. It is anticipated that the library will be one
of the last departments to be moved, but in 1986 much planning has
gone into the relocation of the library collection.

In January 1986 the two collections were completely integrated, with
the monograph holdings housed in the former Monash Library, and the
periodical collection, which is now shelved by title, in the old Queen
Victoria Medical Centre Library. During the year the Monash monograph
collection was extensively weeded, and several older monograph titles
were transferred to the Biomedical Library and some duplicates
discarded. This will make the eventual relocation of stock easier.

Monash University continues to meet the salary of a library technician
at both Prince Henry's Hospital and Queen Victoria Medical Centre, to
compensate for usage of the library by Monash staff and students.

During the year plans were approved for the amalgamation of the Queen
Victoria Medical Centre, Prince Henry's and Moorabbin Hospitals. This
will entail the closure of Prince Henry's at its present site, and a
relocation of part of its services to the Clayton site of the new
Queen Victoria Medical Centre, to be known as the Monash Medical
Centre. It will become the major teaching hospital for the Monash
Faculty of Medicine.

The Biomedical Librarian has already met informally with the
librarians at these three hospitals on several occasions to formulate
a future library policy covering space, book stock, staff and
services. It is hoped to establish a formal committee structure in
1987 to plan for the library needs of the integrated hospital.

There has been no progress in plans for library affiliation at Alfred
Hospital.

## 3. STOCK

### 3.1 BUDGET

The devaluation of the Australian dollar severely affected the
Biomedical Library's budget for books and journals. It is very
difficult to estimate the exact cost of journal subscriptions, which
are almost all purchased from overseas, because of currency
fluctuations. Consequently the ordering of monographs was kept at an
absolute minimum to keep expenditure within the budget. The
Biomedical Library received an allocation of $551,800, of which
$516,400 was set aside for periodical subscriptions. An amount of
$35,400 was available for monographs.

### 3.2 MONOGRAPHS

During 1986 monographs stock grew by less than 1000 titles, reflecting
the decrease in funds available for books. At the same time that
funds decreased, book prices rose rapidly, so that the average price
of a biomedical book (excluding student texts) is now approximately
$200. However the number of requests for new titles has not decreased
and in August, when purchasing almost ceased because of the state of
the 1986 budget, there was a stockpile of almost $40,000 worth of
recommendations, most of which will now probably never be purchased.

Over the vacation 1985/86 a M3 security system was installed in the Biomedical Library. The cost of this was met from salary savings following the retirement of an attendant at the end of 1985. During the vacation most of the monograph stock was "tattle taped" and those periodical runs known to be vulnerable, have also been taped. All journals sent to the binder are taped as part of the binding process. It is anticipated that the installation of the security system will reduce stock losses, especially for student texts.

## 3.3 PERIODICALS

The rise in the cost of periodicals, together with the devaluation of the dollar, has had a disastrous effect on the periodical collection. It has not been possible to order new journal titles, and it is foreshadowed that the library will need to cancel approximately 10% of its subscriptions in 1987. As this is an Australia wide trend, it is becoming increasingly difficult to obtain references in Australia from newly published titles. These often have to be obtained on interlibrary loan from overseas at considerable cost.

In 1986 at the request of the academic staff at the Medical School at Alfred Hospital, journals were rearranged in alphabetical order rather than by classification number. Although the collection there is comparatively small, it was still a major operation. Stack material at Alfred, housed in the basement, remains shelved by classification number.

## 4. LOANS

In 1986 the Alfred Hospital sub-branch became part of the computerised loans system following the installation of a MONET node at the Medical School. This necessitated the badging of the collection which was carried out during the long vacation 1985/86. The system is now working satisfactorily, although some problems were encountered in the first few weeks of operation.

There has been a sharp drop in loans statistics. Part of this can be accounted for because this is the first full year when no loans figures from Queen Victoria Medical Centre are included. All categories of loans have fallen at the Clayton Campus, whilst there has been a slight increase at the Alfred Hospital sub-branch.

In 1986 the first third year students undertaking the new medical curriculum left the Clayton Campus at the end of second term, which may partly account for the decrease in the campus figures, and the increase in Alfred figures, particularly relating to short term loans. However it is difficult to pin point the exact cause for the drop in numbers. There has been a sharp increase in the number of interlibrary loans from other libraries, reflecting the lack of funds to purchase new titles. It should also be noted that although 10,056 fulfilled interlibrary loans were made to other libraries, 12,977 actual request were received. As these have to be checked, considerable staff time is involved, which is not recorded in any way.

| BIOMEDICAL LIBRARY TOTALS | 1985 | 1986 |
|---|---|---|
| Student Loans | 42,452 | 35,140 |
| Short term loans | 24,026 | 26,002 |
| Staff loans | 25,561 | 21,121 |
| Loans to outside libraries | 10,395 | 10,056 |
| Internal/Reserve loans | 18,993 | 16,876 |
| | 121,427 | 109,195 |

Break up of loans is as follows:

| Campus | 1985 | 1986 |
|---|---|---|
| Student loans | 38,492 | 32,032 |
| Short term loans | 20,640 | 19,657 |
| Staff loans | 12,251 | 11,684 |
| Loans to outside libraries | 6,838 | 6,936 |
| Internal/Reserve loans | 17,781 | 15,487 |
| | 96,002 | 85,796 |

| Alfred Hospital Sub-branch | 1985 | 1986 |
|---|---|---|
| Student loans | 3,075 | 3,108 |
| Short term loans | 3,243 | 6,345 |
| Staff loans | 11,573 | 9,437 |
| Loans to other libraries | 3,437 | 3,120 |
| Internal/Reserve loans | 1,191 | 1,389 |
| | 22,519 | 23,399 |

| Interlibrary Loan Borrowings | 1985 | 1986 |
|---|---|---|
| Biomedical Library (Campus) | 1,732 | 2,486 |
| Biomedical Library (Alfred Hospital) | 493 | 516 |
| | 2,225 | 3,002 |

In addition 3,488 items were lent between the Biomedical Library, and its sub-branch at Alfred Hospital.

5. ACCOMODATION

During 1986 the stock at the Queen Victoria Medical Centre Library was rationalised, and as a result several runs of journals, which were Monash property, were moved back to the Biomedical Library. The monograph stock was also weeded and unique copies of titles no longer required at Queen Victoria Medical Centre were transferred to Clayton. Some multiple copies of older texts were discarded. As a result of the extra stock it became necessary to rehouse journal runs, prior to 1970, to the 3rd floor stacks, which are now completely filled. It is anticipated that some Monash library shelving will be returned to the Biomedical Library after the Medical Centre Library is relocated in May. This will be used to increase monograph shelving capacity on the ground floor, but at the expense of library seating.

## 6. REFERENCE AND COMPUTERIZED INFORMATION SERVICES.
### 6.1 REFERENCE ENQUIRIES

|  | PHONE | DESK | TOTAL |
|---|---|---|---|
| Directional | 105 | 1125 | 1230 |
| Reference | 524 | 4435 | 4959 |
|  |  |  | 6189 |

This is a substantial increase (approximately 20%) on the number of
inquiries in 1985. The repositioning of the Reference Desk, with the
provision of a new ergonomically designed desk and keyboard work
station, may have contributed to the greater use by staff and students.
This desk is not manned in the evening after 5 pm., or on weekends.
There are indications that if it was possible to employ more reference
staff, the manning of the reference desk for longer periods should be a
first priority.

### 6.2 COMPUTERIZED INFORMATION SERVICES
In 1986 quite substantial surcharges were levied on information
retrieval from subject data bases. As there is already an in-built
surcharge on MEDLINE searching, these costs were not affected. However
for the first time in several years the progressive downward trend in
the number of individual search requests was reversed and the numbers
have increased approximately 10%.

### ON LINE STATISTICS

|  | 1985 | 1986 |
|---|---|---|
| Individual searches requested | 219 | 242 |

The major data bases searched were MEDLINE, BIOSIS, and PSYCHINFO.
Because MEDLINE is a comparatively inexpensive data base, 222 of these
searches were performed on MEDLINE alone. Only 20 searches were
conducted on one or more commercial overseas data bases, because of the
high charges involved in using these services.
Until August it was possible to use MEDLINE to answer short reference
queries quickly, rather than to search manually. 102 reference queries
were answered on MEDLINE, and 4 only on other data bases. As manual
searching is time consuming and often unproductive, it is essential
that some provision be made to enable reference librarians to use
computerized information retrieval where it is considered warranted.
ABN (Australian Bibliographic Network) was used for interlibrary loan
locations on 868 occasions.
At the end of 1986 over 190 SDI profiles were being processed, mostly
from the MEDLINE data base. Many academics are now interested in
downloading monthly updates on to floppy disks to use with their own
microcomputers. There have been some preliminary experiments with
this, but the Biomedical Library urgently needs its own microcomputer
to develop the facility fully.

## 6.3 COMPUTER ASSISTED INSTRUCTION

In March 1986 Associate Professor E.Glasgow arranged for several anatomy programmes to be available for student use in the Biomedical Library, if a micro computer could be obtained. The Main Library was able to transfer a Corona microcomputer, and the Monash Medical Mothers Auxiliary agreed to donate $1000 to purchase a Roland colour monitor. Four programmes were mounted and proved very popular. In August a further eight programmes including a library programme became available. The popularity of the facility, which encourages students to work in small groups for revision, foreshadows the need for further microcomputers in the very near future.

## 7. READER EDUCATION

This programme continues at three levels. The first is to introduce all first year students to the services the library is able to offer them, the second is to offer tutorials in the use of bibliographic tools to second and third year medical and science students. These tutorials relate to class assignments and are very well attended. In 1986, 42 tutorials were held. At the third level demonstrations are given on searching computerized information data bases to all Honours students, and fifth year medical students. The tutorials to medical students were undertaken with assistance from the Queen Victoria Medical Centre Library Staff.

## 8. LIBRARY SURVEY

In the last two weeks of October the Biomedical Library conducted a reader survey to gain information on the use of the library outside the core hours of 9am.-5pm. Information on numbers using the library, their status in the University, and their reasons for using the library were obtained. This will prove very useful in planning services in the future.

## 9. PROFESSIONAL ACTIVITIES

In June 1986 the Biomedical Library hosted an EMBASE training course which was attended by a number of people from the library community, and in October the Biomedical Library hosted a Psychinfo Course, conducted by a staff member from the American Psychological Association.

Biomedical Library staff were members of the following Committees:
Mrs Fay Baker
(Biomedical Librarian)

Consultative Committee of the Regional Medical Library Service of the Health Department of Victoria.
Prince Henry's Hospital Executive Library Committee.
Prince Henry's Medical Library Committee.
Queen Victoria Medical Library Committee.
Editorial Committee of the "Australian Health Review".
Vice Chancellor's Advisory Committee for People with Handicaps.
Monash University's Library Staff Committee.
Monash Medical Centre Library Planning Committee.(Informal)

Mrs Barbara Jacoby
(Deputy Biomedical Librarian)

On line Catalogue Group
Advisory Committee on Staff Training(ACOST)
On line Information Retrieval Services Sub Committee

Ms Catherine Jordan
(Reference Librarian)

Acquisitions Systems Specification Group

Mrs Wendy Baldwin
(Reference Librarian)

Ergonomics Committee

Mrs Marjorie Eadie
(Library Officer Grade II)

Circulation Systems Specification Group

Mrs Jacoby also served as a committee member of the Medical Library Section of the Library Association of Australia, and attended the On line Conference held in Sydney in January 1986 and the Computer Assisted Learning Conference held in Adelaide in November 1986.

*Fay Baker*

Mrs. Fay Baker
Biomedical Librarian
28 January, 1987.

# LAW LIBRARY 1986.

## I. SERVICES

### Reader Education

The reader education programme continued along the same lines as in previous years. Sixty-seven tutorials were given to students taking the subject Moot Court, and 54 tutorials were given in conjunction with the first year subject Legal Process. The film shown to all new students, How to Use a Law Library, is long overdue for replacement, but more pressing demands on staff time have forced the postponement of this important project.

A successful submission was made by the Faculty of Law to the Victoria Law Foundation for funds to develop a computer-assisted learning programme, including the teaching of legal research methods and materials. Rosemary Bunnage will be seconded to the Faculty for six months in 1987 to produce a CAL reader education package as part of this project.

### Students with Disabilities

Reference services to other library users were severely limited by the demands placed upon the reference staff by a partially sighted student requiring assistance with research for his honours paper. This is in no way meant to be a criticism of the student. However, if the University's policy is to admit disabled students to its courses, it must spell out very clearly the extent of the services it is prepared to provide for them, both for the students' guidance, and to ensure that they do not begin their courses with unreal expectations of what the library staff can do for them. While not arguing with the concept of equal opportunity, there is no equality of opportunity when one student out of some 1100 has a senior member of the library staff virtually as a personal research assistant, which was the law library's

experience in much of 1986. This problem has been referred to the Faculty of Law and to the Vice-Chancellor's Advisory Committee for People with Disabilities.

Computerised Information Retrieval

i) CLIRS. CLIRS (Computerised Legal Information Retrieval Service) began commercial operations late in 1985. The law library subscribed to the service for three months, but as only one search request was received from academic staff in that time, the subscription was not renewed in 1986.

The library continued to index periodicals for the CLIRS database MONASHFINDER, usage of which has grown by 50% since its introduction into the system in July 1985.

ii) Microcomputer/word-processor

Some progress was made in transferring material to the word-processor, notably a series of library exercises containing some 250 questions for first year students; a listing of new books received in the library; a thesis listing; and form letters and other documents used in the day-to-day operations of the library. The terminal was set up for communicating with CLIRS, AUSINET, ABN and DIALOG, and was successfully used by the Biomedical library for downloading information. However, lack of funds for the training of staff in microcomputer applications hampered developments in these areas. Fortunately, towards the end of the year the Faculty of Law was able to fund the participation of staff in five training

Rosemary Bunnage attended the Online 86 Conference, and Lee Poh York participated in the Fifth Seminar for Librarians in the Criminal Justice System, organized by the Australian Institute of Criminology. One outcome of the Seminar was a co-operative indexing scheme for CINCH (Computerized Information from National Criminological Holdings), and Lee Poh York is the Monash representative in this scheme. Were it not for this co-operative effort, CINCH would have gone out of existence. Three library staff attended an advanced CLIRS training workshop at the beginning of the year, and Rosemary Bunnage and Ted Glasson presented papers at a Legal Research Workshop organized by the Australian Law Librarians Group Victorian Division.

Lee Poh York and Ted Glasson completed manuscripts as joint editors of the major portion of the third edition of <u>Legal Research :</u> <u>Materials and Methods,</u> to be published by the Law Book Company in 1987.

1V.    CONCLUSION

1986 was a difficult year, which would have been a good deal worse had the library not received support from the Victoria Law Foundation and the Faculty of Law. I am grateful to the library staff for performing their duties with their usual high level of competence and good cheer, in what were often quite trying circumstances.

E.J. Glasson
<u>Law Librarian.</u>

21 January 1987.

<u>EDP SECTION:   ANNUAL REPORT: 1986</u>

1.      BACKGROUND.

        The Library's financial crisis exerted, by any accounting,
a  predominant  influence  on 1986.  This affected the Edp section in
numerous ways, and  several  important  projects  have  had  to  be
suspended,  at  least temporarily, pending further investigation of
the Library's computer systems resources.

        The year started with plans to complete the unfinished part
of MIPS (Stage 1), so that  work  could  proceed  on  the  detailed
development  and  loading  of  the  INVENTORY  (BOOKLIST) sector of
SESAME.   These plans  were  the  result  of  decisions  about  Edp
priorities  arrived  at  by  discussion in the Heads of Departments
committee in August 1985.

        In summary, the priorities at the start of 1986 were:-

1.      Acquisitions (MIPS Stage 1 completion);
2.      BOOKLIST (OPAC) development within SESAME;

        In mid-January, however, a  special  meeting  of  Heads  of
Departments  decided  these  priorities should be switched - a move
which had actually been mooted  during  the  1985  discussions  and
deferred pending arrival of a new version of STATUS (80.5).

2.      PLANNING.

        However,  factors  began to appear which upset the new plan
almost immediately.  The section's leading programmer was  granted
unpaid leave amounting to almost 12 months to accompany her husband
on overseas study.    This  created  a  major  gap  in  resources.
Identifying  a  replacement  is  rarely  an  easy  prospect  in
circumstances of this sort, particularly where the  need  to  match
relevant  skills  and  rather specific experience is crucial to the
success of a complex project.   Nevertheless, it  was  resolved  to
press  on with BOOKLIST whilst recognizing that installation of the
system would inevitably take longer than originally intended.    It
is  to  the credit of the other two section programmers, and of the
Data Base Administrator, that  the  first  stage  of  BOOKLIST  was
eventually  successfully  launched,  in the Hargrave branch, before
the end of the year.   thus, faith was preserved with  the  On-line
Catalogue  Group,  whose  representative members had dedicated much
time and study to  the  production  of  a  specification  for  the
creation  of  this  first  stage on-line public access catalogue for
the Monash Library.

## 1.     MORALE.

Other factors which created anxiety were the diversion of library equipment funds away from this purpose into the library financial salvage operation; non-delivery of a major upgrade STATUS (Version 85); the virtually standstill in central computer enhancements (apart from some additional memory and disk capacity) and the increase in the amount of time spent maintaining services and equipment overdue for replacement.

The General Library Committee's resolutions of May 6th, effectively stopping all plans for equipment procurement and new system development, in the SESAME domain, profoundly affected morale.    The nett result of these decisions, and of several quite damaging allegations occurring in the subsequent report of the McDonnell Committee, was to create planning uncertainty;   and to give rise to doubts in the minds of Edp personnel as to the future prospects for library systems development at Monash.    There was almost a feeling the section was in some way held responsible for the Library's financial plight.   These demoralizing thoughts will not in fact be allayed unless some positive support is provided for the section's efforts perhaps through the agency of the Library Automation Committee appointed as a result of a recommendation contained in the McDonnell Report. 1986 bruised the enthusiasm of Edp staff in a way not seen before in the Monash Library, but there remains hope that 1987 will produce a clear direction, and renewed confidence.

## 4.     SYSTEM MAINTENANCE.

In some sectors the moratorium on system development provided some opportunities that might not otherwise have arisen to do some desirable maintenance work, notably in the MIPS and SESAME environments.   A special keyboard overlay, simplified for public access requirements to BOOKLIST, was designed, made, and successfully installed.   Cooperation with the programmer engaged by the ANATOMY department to produce a CAI package for the Biomedical library, led to a smoother implementation than might otherwise have been the case.   There was an encouraging, though still modest, growth of interest in microcomputer usage.   There is much to be done, however, in training microcomputer users as distinct from turning them loose to fend for themselves.   Such training should be supplied by professionals on a properly structured basis (eg: word-processing operators;  information services specialist, etc), which will cost money.   This is part of the investment in micro computing just as much as proper ergonomic furniture and surroundings should be.   These are pre-requisites not after-thoughts.

5.      SYSTEM ENVIRONMENT.

The introduction of Version 4.4. VMS and other system software on the VAX has also allowed considerable (largely invisible) improvements to be made in the running environment of many jobs; and revision of disk configuration was also helpful. Such tasks assume major importance to systems personnel, but are not seen in the same light by other library staff who naturally prefer the effort to be put into their own application area. However, the library cannot stand aside from major computing and network developments on the campus, and must of necessity be involved in upgrading systems environment in the ultimate interest of all users.

6.      CONCLUSION.

At present the Monash Library badly needs a new, on-line, Circulation Control system, probably including INVENTORY CONTROL, STUDENT RECOMMENDED READING, and RESERVE COLLECTION management modules.     If, as some have suggested, such a system be obtained commercially with the added advantage of supplying an ONLINE PUBLIC ACCESS CATALOGUE (OPAC) and ACQUISITIONS subsystem, plus SERIALS CONTROL and a FINANCIAL CONTROL & MANAGEMENT INFORMATION module, then the cost may well exceed $1 million for a library of this stature.     There are alternative ways of meeting these requirements, but all will cost money, and it is the finding of this primary resource that may well be the major challenge in 1987. The enphasis in 1986 was directed towards restoring the Library's purchasing power for library materials (mainly books and periodicals).     Scant attention was given to the question of how the financial requirements inplicit in any upgrading of the Library's computer systems were to be generated.     And yet without this upgrading, the proper utilisation of expensive library materials is jeopardised, since these form but one part of the resources essential to the effective use of a modern information system.

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In some sectors the moratorium on system development provided some opportunities that might not otherwise have arisen to do some desirable maintenance work, notably in the MIPS and SESAME environments.  A special keyboard overlay, simplified for public access requirements to BOOKLIST, was designed, made, and successfully installed.  Cooperation with the programmer engaged by the ANATOMY department to produce a CAI package for the Biomedical library, led to a smoother implementation than might otherwise have been the case.  There was an encouraging, though still modest, growth of interest in microcomputer usage.  There is much to be done, however, in training microcomputer users as distinct from turning them loose to fend for themselves.  Such training should be supplied by professionals on a properly structured basis (eg: word-processing operators;  information services specialist, etc), which will cost money.  This is part of the investment in micro computing just as much as proper ergonomic furniture and surroundings should be.  These are pre-requisites not after-thoughts.

5.    SYSTEM ENVIRONMENT.

The introduction of Version 4.4. VMS and other system software on the VAX has also allowed considerable (largely invisible) improvements to be made in the running environment of many jobs; and revision of disk configuration was also helpful. Such tasks assume major importance to systems personnel, but are not seen in the same light by other library staff who naturally prefer the effort to be put into their own application area. However, the library cannot stand aside from major computing and network developments on the campus, and must of necessity be involved in upgrading systems environment in the ultimate interest of all users.

6.    CONCLUSION.

At present the Monash Library badly needs a new, on-line, Circulation Control system, probably including INVENTORY CONTROL, STUDENT RECOMMENDED READING, and RESERVE COLLECTION management modules. If, as some have suggested, such a system be obtained commercially with the added advantage of supplying an ONLINE PUBLIC ACCESS CATALOGUE (OPAC) and ACQUISITIONS subsystem, plus SERIALS CONTROL and a FINANCIAL CONTROL & MANAGEMENT INFORMATION module, then the cost may well exceed $1 million for a library of this stature. There are alternative ways of meeting these requirements, but all will cost money, and it is the finding of this primary resource that may well be the major challenge in 1987. The enphasis in 1986 was directed towards restoring the Library's purchasing power for library materials (mainly books and periodicals). Scant attention was given to the question of how the financial requirements inplicit in any upgrading of the Library's computer systems were to be generated. And yet without this upgrading, the proper utilisation of expensive library materials is jeopardised, since these form but one part of the resources essential to the effective use of a modern information system.

# DATABASE ADMINISTRATOR

## Annual Report for 1986

The major activity for the year was the creation, testing and implementation of online public access via SESAME to the library's first public database. The initial installation was limited to the Hargrave library; however our experience with this operation in 1987 will provide valuable information for planning future expansion of the service.

The library's online information retrieval system, SESAME, has been operating since September 1984, providing access to order records for library staff. But this has always been regarded as an interim step towards a public information system that would provide online access to records for all the library's bibliographic resources. The provision of five public terminals in the Hargrave library represents a significant step towards the realization of that objective. While it is unfortunate that 1986 was not a year in which the library could afford to embark on a major programme of development, and the implementation of public access was necessarily rather limited, it is encouraging that the development of SESAME was still able to proceed at a modest rate.

**SESAME.** The system now provides access to two databases. One is the order and books-in-process file (MIPS Retrieval File or MRF) and the other is a file of brief records for all books in the Hargrave library and all periodicals in all the Monash Libraries (BOOKLIST). Library staff have access to both, while public access at present is limited to the BOOKLIST database via the five Hargrave terminals.

**Orders.** The MRF is in fact much more than a list of books on order, for a large proportion of the items recorded have now been received and processed and those records include the callno. The database grew from 114,286 records at the beginning of the year to 135,447 by 23rd December. Nevertheless, the MRF is not a substitute for the catalogue (available on ABN microfiche) and lacks necessary information such as subject headings and references. Early in the year a revised and expanded version of the Staff User Manual was prepared and distributed. In July a new online 'Help' file of some 54 screens of information was installed. These two initiatives should provide sufficient support for most staff users and will enable new users to get started with minimal personal assistance. Use of the MRF by staff has settled down to about 6000 queries or displays a month and while there was concern about slowing response in the middle of the year, this trend did not continue.

A summary of monthly usage of the MRF (order/in-process file) in 1986 is appended as Table 1.

**BOOKLIST.** As explained before, BOOKLIST is a database of brief records on all books in the Hargrave Library collection and all periodicals in the Monash Libraries. It is hoped that in time it will list the books in all of the Monash Libraries. At present BOOKLIST is the only database which SESAME makes available to the public and the only public terminals are in the Hargrave

library. The BOOKLIST record includes the title (sometimes truncated), the Author (sometimes omitted), the Callno, the location, and for some periodicals a brief note about holdings. Detailed information about the author, publisher, series, date of publication and description of subject is not included. The source of the data was the library's INVENTORY (or stockholding file) so it covers all the library's periodical titles and most categories of material in the Hargrave library. At the end of the year there were 83,453 records in the BOOKLIST database.

On Monday 13th October after several months field testing by the library staff, SESAME (in its brief BOOKLIST form) was launched to the public in the Hargrave library without a great deal of fuss and without any significant problems. The public terminals received considerable use from the outset and it was soon evident that this operation was meeting our necessarily somewhat limited expectations. The users were pleased with what they were getting but there was evidence that they will be wanting more both in terms of coverage (other collections) and amount of detail (especially subject information).

A summary of monthly usage of BOOKLIST in 1987 is appended as Table 2. Note that caution should be exercised in interpreting these early figures because there was considerable initial public experimentation with the new service which will not continue. Moreover all queries are counted, including repeated unsuccessful attempts to find something not there, mistakes, keying errors and so on.

Other Activities. In April I addressed a Graduate School of Librarianship seminar on the subject of "Online Information Retrieval and Library Catalogues" and in May attended a STATUS Users Group Conference in Sydney where I gave a paper on the use of STATUS software by Monash University Library.

Neil Renison
DATABASE ADMINISTRATOR

30/1/1987.

Table 1.   Summary of monthly usage of MRF (Orders) in 1986.

| Month | Queries | Displays | Total |
|---|---|---|---|
| January | 5358 | 2583 | 7941 |
| February | 5167 | 2589 | 7756 |
| March | 4794 | 1857 | 6651 |
| April | 4821 | 2991 | 7812 |
| May | 3639 | 2288 | 5927 |
| June | 3792 | 2485 | 6277 |
| July | 4155 | 2885 | 7040 |
| August | 4191 | 2556 | 6747 |
| September | 3914 | 2174 | 6088 |
| October | 3496 | 2048 | 5544 |
| November | 2614 | 1325 | 3939 |
| December | 3168 | 1370 | 4538 |
| Total | 49109 | 27151 | 76260 |

Table 2.  Summary of monthly usage of BOOKLIST in 1986.

| Month | Hargrave Library | Other Users | Total Queries |
|---|---|---|---|
| July | 684 | 519 | 1203 |
| August | 744 | 488 | 1232 |
| September | 1087 | 385 | 1472 |
| October (Available to Public) | 22484 | 352 | 22836 |
| November | 13841 | 166 | 14007 |
| December | 3246 | 247 | 3493 |
| Total | 42086 | 2157 | 44243 |

# MONASH UNIVERSITY

## LIBRARY STATISTICS - 1986

### A. STOCK AT DECEMBER 31, 1986

| LIBRARY | TOTAL VOLUMES | | | | |
| --- | --- | --- | --- | --- | --- |
| | Monographs | Periodicals | (Monographs + Periodicals) SUB-TOTAL | Microforms | TOTAL |
| H. S. S. (Main) | 598,547 | 113,215 | 711,762 | 150,653 | 862,415 |
| Deposit Collection | 25,077 | - | 25,077 | - | 25,077 |
| Hargrave | 72,840 | 77,069 | 149,909 | 3,133 | 153,042 |
| Biomedical (On campus) | 48,572 | 58,127 | 106,699 | 1,125 | 107,824 |
| " (Alfred Hosp.) | 7,979 | 20,482 | 28,461 | - | 28,461 |
| " (Queen Vic. Hosp.) | 3,109 | 4,223 | 7,332 | - | 7,332 |
| Law | 38,448 | 66,676 | 105,124 | 1,441 | 106,565 |
| TOTAL | 794,572 | 339,792 | 1,134,364 | 156,352 | 1,290,716 |

### B. 1 ACQUISITIONS

| | Monographs | Periodicals | Newspapers | Bound Volumes SUB-TOTAL | Microforms | TOTAL VOLUMES |
| --- | --- | --- | --- | --- | --- | --- |
| Purchase | 22,121 | 2,655 | - | 24,776 | 5,871 | 30,647 |
| Donation / Exchange | 7,634 | - | - | 7,634 | - | 7,634 |
| Binding | - | 7,518 | 43 | 7,561 | - | 7,561 |
| Transfers | (-) 137 | 137 | - | - | - | - |
| SUB-TOTAL | 29,618 | 10,310 | 43 | 39,971 | 5,871 | 45,842 |
| Less Withdrawals | 12,330 | 1,755 | - | 14,085 | - | 14,085 |
| TOTAL NETT INTAKE | 17,288 | 8,555 | 43 | 25,886 | 5,871 | 31,757 |

### 2 DISTRIBUTION OF STOCK CATALOGUED

| LIBRARY | Monographs | Periodicals | Newspapers | Bound Volumes SUB-TOTAL | Microforms | TOTAL VOLUMES |
| --- | --- | --- | --- | --- | --- | --- |
| H. S. S. (Main) | 12,054 | 3,326 | 43 | 15,423 | 5,804 | 21,227 |
| Deposit Collection | 936 | - | - | 936 | - | 936 |
| Hargrave | 2,118 | 2,827 | - | 4,945 | 45 | 4,990 |
| Biomedical (On campus) | 1,633 | 1,139 | - | 2,772 | 1 | 2,773 |
| " (Alfred Hosp.) | (-) 757 | (-) 323 | - | (-) 1,080 | - | (-) 1,080 |
| " (Queen Vic. Hosp.) | (-) 4 | 4 | - | - | - | - |
| Law | 1,308 | 1,582 | - | 2,890 | 21 | 2,911 |
| TOTAL | 17,288 | 8,555 | 43 | 25,886 | 5,871 | 31,757 |

C. PERIODICALS

### 1. TITLES RECEIVED

| LIBRARY | by Single Subscript. | by Addtl. Subscript. | TOTAL (all Subscript.) |
|---|---|---|---|
| N. S. S. (Main) Library | 7,511 | 7 | 7,518 |
| Hargrave | * 2,458 | * 4 | * 2,462 |
| Biomedical (On campus) | 1,548 | - | 1,548 |
| " (Alfred Hosp.) | 364 | 3 | 367 |
| " (Queen Vio. Hosp.) | 105 | 3 | 108 |
| Law | 2,021 | 52 | 2,073 |
| TOTAL | * 14,007 | * 69 | * 14,076 |

NOTE * Revised figures

### 2. NEW TITLES RECEIVED AT

| | Pur-chase | Dona-tion | Ex-change | SUB TOTAL | Less Closed | Nett Loss/ Gain |
|---|---|---|---|---|---|---|
| N.S.S.(Main) Library | 99 | 208 | 7 | 314 | 180 | 134 |
| Hargrave | 12 | 16 | 2 | 30 | * 140 | * (-)110 |
| Biomedical (On campus) | 2 | 2 | - | 4 | 19 | (-) 15 |
| " (Alfred Hosp.) | 2 | 2 | - | 4 | 2 | 2 |
| " (Queen Vio. Hosp.) | - | - | - | - | - | - |
| Law | 22 | 32 | 1 | 55 | 63 | (-) 8 |
| TOTAL | 137 | 260 | 10 | 407 | * 404 | * 3 |

### 3. TITLES CANCELLED **

| Single Subs. | Additi-onal Subs. | TOTAL |
|---|---|---|
| 3 | - | 3 |
| 2 | - | 2 |
| 3 | - | 3 |
| - | - | - |
| - | - | - |
| 17 | 3 | 20 |
| 25 | 3 | 28 |

NOTE ** These figures commence from July 1986 only.

D. CATALOGUING

| ADDED TO STOCK | TITLES | | | VOLUMES | | | |
|---|---|---|---|---|---|---|---|
| | Catalog. Dept. | Rare Books Room | TOTAL | Catalog. Dept. | Rare Books Room | Deposit Collect. | TOTAL |
| MONOGRAPHS New Titles | 23,554 | 275 | 23,829 | 23,554 | 275 | 936 | 24,765 |
| Added Volumes/Copies | - | - | - | 4,838 | 15 | - | 4,853 |
| TOTAL MONOGRAPHS | 23,554 | 275 | 23,829 | 28,392 | 290 | 936 | 29,618 |
| PERIODICALS New Titles | 391 | - | 391 | - | - | - | - |
| TOTAL PERIODICALS | 391 | - | 391 | - | - | - | - |
| MICROFORMS New Titles | 449 | - | 449 | 449 | - | - | 449 |
| Added Volumes/Copies | - | - | - | 5,422 | - | - | 5,422 |
| TOTAL MICROFORMS | 449 | - | 449 | 5,871 | - | - | 5,871 |
| TOTAL OF MONOGRAPHS, PERIODICALS & MICROFORMS | 24,394 | 275 | 24,669 | 34,263 | 290 | 936 | 35,489 |

| Departmental Books Catalogued | 823 |
|---|---|
| Stencils Typed | 613 |
| Cards Run | 5,350 |

**E. 1. LOANS**

| LIBRARY | Staff | Student | Short-term | Inter-loan | SUB-TOTAL | Reserve Issues | TOTAL TRANSACTIONS |
|---|---|---|---|---|---|---|---|
| E. S. S. (Main) | 91,832 | 160,837 | 71,571 | 6,656 | 330,896 | 70,165 | 401,061 |
| Eargrave | 29,014 | 38,524 | 37,565 | 4,745 | 109,848 | 10,437 | 120,285 |
| Biomedical (On campus) | 11,684 | 32,032 | 19,657 | 6,936 | 70,309 | 15,487 | 85,796 |
| " (Alfred Hosp.) | 9,437 | 3,108 | 6,345 | 3,120 | 22,010 | 1,389 | 23,399 |
| " (Queen Vic. Hosp.) | - | - | - | - | - | - | - |
| Law | 4,498 | 13,028 | 10,636 | 1,354 | 29,516 | 31,904 | 61,420 |
| T O T A L | 146,465 | 247,529 | 145,774 | 22,811 | 562,579 | 129,382 | 691,961 |

**2. INTER-LOANS**

| LIBRARY | Requests | Borrowings | From Monash Branches |
|---|---|---|---|
| E. S. S. (Main) | 3,521 | 3,151 | - |
| Eargrave | 2,418 | 1,974 | - |
| Biomedical (On campus) | 2,649 | 2,486 | 2,484 |
| " (Alfred Hosp.) | 585 | 516 | 1,004 |
| " (Queen Vic. Hosp.) | - | - | - |
| Law | 430 | 363 | - |
| T O T A L | 9,603 | 8,490 | 3,488 |

* Note. Responsibility for Loans transferred to the Queen Victoria Hospital Library in 1985.

**F. LIBRARY SEATING**

| LIBRARY | Number of Seats |
|---|---|
| E. S. S. (Main) | 2,026 |
| Eargrave | 658 |
| Biomedical (On campus) | 317 |
| " (Alfred Hosp.) | 30 |
| " (Queen Vic. Hosp.) | 15 |
| Law | 532 |
| T O T A L | 3,578 |

# G. 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 | - | - | 1 | - | - | - | 1 |
| Videotapes | 17 | 1 | 3 | - | - | - | 21 |
| Phono Records | 1 | 3 | - | - | - | - | 4 |
| Motion Films (16 mm) | - | - | - | - | - | - | - |
| Motion Films ( 8 mm) | - | - | - | - | - | - | - |
| Slides | 3 | - | - | - | - | - | 3 |
| Film Strips | - | - | - | - | - | - | - |
| Overhead Transparencies | - | - | - | - | - | - | - |
| Film Loops | - | - | - | - | - | - | - |
| Audio-Visual Kits | - | - | - | - | - | - | - |
| Graphic Material | - | - | - | - | - | - | - |
| Individual Sheet Maps | 2 | 2 | - | - | - | - | 4 |
| Series Maps | - | - | - | - | - | - | - |
| Other Material | - | - | - | - | - | - | - |
| **TOTAL** | 23 | 6 | 4 | - | - | - | 33 |

## 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 | - | - | 1 | - | - | - | 1 |
| Videotapes | 27 | 1 | 2 | - | - | - | 30 |
| Phono Records | 1 | 9 | - | - | - | - | 10 |
| Motion Films (16 mm) | - | - | - | - | - | - | - |
| Motion Films ( 8 mm) | - | - | - | - | - | - | - |
| Slides | 52 | - | - | - | - | - | 52 |
| Film Strips | - | - | - | - | - | - | - |
| Overhead Transparencies | - | - | - | - | - | - | - |
| Film Loops | - | - | - | - | - | - | - |
| Audio-Visual Kits | - | - | - | - | - | - | - |
| Graphic Material | - | - | - | - | - | - | - |
| Individual Sheet Maps | 2 | 31 | - | - | - | - | 33 |
| Series Maps | - | - | - | - | - | - | - |
| Other Material | - | - | - | - | - | - | - |
| **TOTAL** | 82 | 41 | 3 | - | - | - | 126 |

## 3. NUMBER OF CATALOGUED ITEMS IN STOCK AT DEC. 31, 1986.

| | H.S.S. (Main) Library | Hargrave Library | Biomedical Library | | | Law | TOTAL |
|---|---|---|---|---|---|---|---|
| | | | On campus | Alfred (Hosp.) | Queen Vic (Hosp.) | | |
| Phonotapes | 87 | 11 | 27 | 4 | - | 9 | 138 |
| Videotapes | 107 | 13 | 122 | - | - | - | 242 |
| Phono Records | 94 | 9 | 6 | 1 | 7 | 1 | 118 |
| Motion Films (16 mm) | 551 | - | - | - | - | 8 | 559 |
| Motion Films ( 8 mm) | 41 | - | - | - | - | - | 41 |
| Slides | 78 | 1 | 62 | - | 4 | - | 145 |
| Film Strips | 4 | - | - | - | - | - | 4 |
| Overhead Transparencies | - | - | - | - | - | - | - |
| Film Loops | - | - | - | - | - | - | - |
| Audio-Visual Kits | 175 | 18 | 88 | 2 | 47 | 2 | 332 |
| Graphic Material | 3 | 4 | - | - | - | - | 7 |
| Individual Sheet Maps | 18 | 174 | - | - | - | - | 192 |
| Series Maps | 47 | - | - | - | - | - | 47 |
| Other Material | 3 | - | - | - | - | - | 3 |
| **TOTAL** | 1,208 | 230 | 305 | 7 | 58 | 20 | 1,828 |