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PERIODICALS

Monash University Library Annual Reports 1982

LIBRARY

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

Financial constraints dominated the Library's thinking during the year. The favourable exchange rates, which had provided such an unexpected purchasing bonanza in 1981 had now reversed their direction: increases of 24% for books and 25% for periodical subscriptions showed up in the survey figures the Library produces quarterly. Finance was available to cover the increases, but they made the future look bleak indeed.

With the temporary affluence had come a problem in the shape of an unusually large backlog of cataloguing, the result of the high intake (itself partly a product of a historically high publishing output, the least useful possible reaction to a tightening world economy), and of a sharply reduced cataloguing throughput. We had calculated that intake would fall, when in fact it rose; and that throughput would rise with the advent of a shared cataloguing network. In fact it fell, largely because of the adoption by the national agencies who supply most cataloguing of a new version of the Anglo American Cataloguing Rules (AACR2), and of the Dewey Decimal Classification (DC19).

It was well into the year before the effects of the changes were absorbed. Familiarity with the new techniques, adoption of standards more appropriate to a co-operative environment, and particularly the development of a very effective team spirit, all came together about May, returning production to something like the levels of earlier years, even with a staff considerably reduced from those years. Overall, 49012 volumes were added to stock, as against 37,377 in 1981, the staff being virtually the same.

Two special projects were undertaken, with outside financial help. With advice and some funds from the Mathematics Department, the reclassification of the Mathematics collection was continued, and should reach near completion during 1983. At the same time, the cataloguing has been converted to machine-readable form, for easier selection and printing as a separate list, or comparison with other collections, should it be worth while. A similar job was carried out, with help from the Kellogg Foundation, for books on hospital administration, mostly bought from funds given by the Foundation to support the Australian Hospital Association's Reference Centre, at the Biomedical Library.

The machine-readable catalogues concerned are produced on a batch bases by a commercial bureau, under the control of CAVAL (Cooperative Action by Victorian Academic Libraries). It had become clear that the batch process, apart from its innate clumsiness, would by 1983 become too expensive to maintain, and an enquiry was begun in 1981 as to a possible on-line cataloguing package to replace it. In the event, many of the member libraries saw the recently established Australian Bibliographic Network, based on the National Library, as a better alternative and most hope to be cataloguing on-line to Canberra early in the year. This Library felt that the time was not appropriate for such a decision, so will not be joining at the moment. Monash records will still be available in the CAVAL regional catalogue.

A smaller University budget in 1982 meant that staff costs overall had to be reduced. The cuts in earlier years had been concentrated on the technical services departments; in 1982 all reader services departments were effected. The hours of opening, already reduced (from 11 p.m. to 10 p.m. closing, closed Friday nights, opening later on Saturday mornings, and closing some of the libraries completely on Saturdays for the first half of the year), were not shortened further, but staff costs were lowered, by the taking of unpaid leave, by reduction in hours worked, and by shedding of casual staff. The effects may not even have been noticed by the users, except perhaps in lowered general efficiency.

Perhaps as an effect of this, although more probably as a sign of a general reduction in University activity, numbers of loans fell, for the first time since 1977: students' to 456,657 (from 483,778), staff to 158,109 (165,980). Inter-library loans fell for the second year from 27,794 to 25,151 after 20 years of virtually unbroken increase. At the same time, our borrowings from other libraries continued to fall, from 6585 to 6439.

Usage of on-line bibliographic data bases continued to grow, although much more slowly than had been anticipated. An exception was the first service to which we had become accustomed - MEDLINE - whose usage fell quite dramatically because its interrogation had now become commonplace; very many hospitals had access to terminals and no longer needed to be served by the Library. An interesting example of the steps in dissemination of a new technology.

The Computer Centre's B6700 computer is due to be phased out at the end of 1984 and much thought has been devoted to specification and design of programmes to replace those at present on that machine. Most of the Library's operations will be effected by these changes, and the specification groups considering them have been drawn from all levels and work areas, so that their impact can be assessed before commitment to programming staff and equipment. In particular, the group working on the Monash In-Process System (MIPS) confidently expects it (a very considerable upgrade on the present system) to be operational quite early in 1983. Another group dealing with a potential on-line catalogue, hopes for reality, if only at prototype level, before the end of that year. The circulation system depends for its data input on equipment now rapidly becoming obsolete. A back-up system was developed during the year, and locally produced equipment installed. Failures in the main system have both proved the need for it and shown that it works; it will in fact become the operating system in 1983.

Salaries for Library Technicians had caused concern for some time, and an attempt was made in 1981 to rectify this, as well as to provide a better career structure for professional librarians. These moves drew attention to other anomalies, and a committee representing general staff was set up, as the Library Area Subcommittee of the General Staff Association (LAGSA). There were many discussions between LAGSA and the Library's department heads, and a number of position papers were prepared and discussed. A subcommittee of General Library Committee was set up, with representation of staff and management, hoping in 1983 to consider the salary structures and promotion procedures of the Library.

The gift of the Friends of the Library on the occasion of the receipt of our millionth volume had been an incunabulum, a commentary on the Bible dated 1478. It was natural therefore that they should have been interested in the purchase of a bible of the same date, and it was at their initiative that a very fine example, printed by Anton Koberger of Nuremberg, was donated to the Library. The book was once owned by Talleyrand.

The Parents' Group once again gave handsomely towards the provision of books for student reading. To the hard-working members of the Group we again give our thanks, and as well to all the staff, students, parents, graduates and friends who continue to contribute to the Library Appeal. Their continuing generosity helps make it possible to keep up with the present day publishing.

A gift that must certainly be noted is that of Sister Elizabeth Burchill, a mature-age graduate of the University, whose gift will be used to enrich the Library's Australian collection. The first fruits have been the enclosure and furnishing of a room, named in her honour, to house that collection.

ACQUISITIONS DEPARTMENT

ANNUAL REPORT 1982.

1982 was a very busy year in terms of the workload though in some ways an uneventful one. That is to say that few major developments commenced; most of the work pressure was caused by the need to keep abreast with ordering activities.

Much time was again devoted to the development of "MIPS", the new on-line acquisitions system scheduled for commencement in 1983. The three senior staff participated in A.S.S. Group (Acquisitions Systems Specifications Group) and sub-group meetings and deliberations though much useful footwork was done by all staff at grass-roots level (e.g. the design of new worksheet and order stationery).

Two staff (A.Briedenhahn, J.Bloye) attended a STATUS training course in May and subsequently gave staff training sessions (most successfully, I may add) in conjunction with several data bases including one devised of archival acquisitions records. This training scheme aimed at training staff in the use of STATUS, a retrieval system highly favoured as the system for "MIPS" retrieval.

Much continuing editorial work was directed towards refining the current orders file (COF) in preparation of its incorporation into "MIPS", under the supervision of R.Cowen.

A major review of standing orders got under way resulting in numerous claims, amendments and cancellations of ceased titles.

Order activity continued on a remarkably high level, with a total of 31,887 transactions (up 8.1% on 1981) though doubtlessly in part the result of the newly commenced recording of government publications. 195 new periodicals and approximately 550 gap fillers were ordered.

The level of gifts received remained high though lower than in 1981, which had been an exceptional year on account of a number of large gift collections. Total gifts numbered 5,506 (-16%), of these 3,927 (-5.9%) were retained.

The staff level remained similar to 1981, at 19.25 E.F.T. Two staff resigned (E.Hazeldine, J.Ottrey); M.Gittins commenced (May). E.Allen assisted briefly (Nov.-Dec.) on a fractional basis.

Visitors to the department included representatives from library suppliers overseas (Coutts-Canada; Harrassowitz-Germany; Blackwell-U.K., U.S.A.; University Microfilms-U.K., U.S.A.; Ebsco-U.S.A.) and Australia (J.Bennett Group; D.A.Book Depot; Harcourt, Brace Jovanovich et al).

A group of members of a British trade delegation representing the Association of Learned and Professional Society Publishers visited early in November. In past years a student of librarianship from R.M.I.T. spent a week on field work in the department. Further, two students from Monash's Graduate School of Librarianship studied acquisitions procedures during 3-4 day field work periods in preparation of a two-month internship at B.H.Blackwell, Oxford, one of Monash's major library suppliers.

The year concluded with virtually no backlogs of any sort though at several periods during the year virtually every staff member was "drafted" into areas where major backlogs occurred. One of these problem areas turned out to be monograph orders for branches -- the result of uneven order activities and staff shortage. Another area causing problems and backlogs was student reading orders. In all aspects the department worked efficiently and as a remarkably competent team.



V. Wehner
Acquisitions Librarian

January 18, 1983.

MONASH UNIVERSITY LIBRARY

CATALOGUING DEPARTMENT

ANNUAL REPORT FOR 1982

1982 saw a great upsurge in Cataloguing Department productivity, especially from May onwards. There was a general increase of over 46% in output. During May and June only books with MARCprints were catalogued (urgent requests excepted) and this made a very big gap in the backlog, which raised morale considerably. The great increase in cataloguing over the previous year was maintained right through the rest of the year, even when at least half the cataloguing was local records, which take a great deal longer. The improvement in output was partly due to increasing familiarity with DC19, AACR2 and the system in general, but was mostly due to the fact that the Department has the best possible team of Cataloguers and support staff.

The urgent request service was continued, with more than 800 books and microform being supplied. Considering how much more difficult this service is to maintain now, than it was in a manual system, it speaks very highly of the staff concerned. Between April and December, 70 Hargrave books were catalogued urgently.

An innovation has been the Accelerated Cataloguing Scheme. This is one in which a member of the academic staff indicates that s/he would like a book, say, in second term, or wants it catalogued some time in the future. The date when the book is required is put on the request slip. This enables Cataloguers to wait for a MARC record, rather than have to do a local record, which is expensive and takes much longer. The scheme seems to be working well.

1037 books were speedily catalogued and dispatched for Departmental libraries during the year. Western General Hospital and Footscray Psychiatric Hospital were added to the long list of Departments.

The retrospective conversion of mathematics books to the MOS classification progressed well, with 2954 titles being changed and added to the CAVAL database. This, of course, resulted in added work for the Cataloguing Department in coding and punching sheets and filing shelf-list cards.

A cataloguing project funded by the Kellogg Foundation was completed between September and December, with 237 titles being added to the CAVAL database from the card catalogue. In addition, 122 new books in the Kellogg area of interest were catalogued. The extra punching was done by Cataloguing Department staff.

Factors which still take up a great deal of Cataloguing Department staff time, probably unnecessarily:

- i) Frequently unsatisfactory batches of shelf-list cards from Libramatic
- ii) The many books transferred from one area to another, e.g. U to M. Sometimes as many as 300 a month need to be done, and this includes CAVAL and Inventory amendments. This seems an extraordinarily fruitless exercise, when so many new books could be catalogued instead.

- iii) The number of duplicate books presumably ordered by mistake, never seems to grow less. Whichever way these items are handled is extremely time-consuming.
- iv) The increasingly poor service from CAVAL, who do not answer Quality Control Action Requests, or System Malfunction reports. We have always taken a great deal of trouble to keep to high standards, but we get no help from CAVAL now. We have presumably paid for a service we are no longer receiving.

The Cataloguing Department has been of assistance to the Library in general in a number of ways:

- i) For the second year running, the half-time Staff Development Officer was provided by us.
- ii) A Cataloguer supervised the Technician-in-training in the library of the Aboriginal Research Centre from May until December, paying several visits each week.
- iii) The Japanese Cataloguer helped not only the Acquisitions Department, but also the Japanese Department.
- iv) Several Cataloguers helped Reader Services staff with Orientation tours, as we do every year.

The Department welcomed an Indonesian Biomedical Librarian and an American Biomedical Librarian, to give them help and practice in cataloguing. Five RMIT students came to the Cataloguing Department and were pleased with the high standard of induction and field work offered.

Among the projects started in 1981 and finished in 1982, are the CAVAL LCNA project, where our checking of a section of the alphabet in LCNA and coding of necessary headings was completed. Also the integration of the many CAVAL monthly files into one, was finished.

The one-day-a-week exchange between a member of the Biomedical Library staff with a Cataloguer was continued with mutual benefit. The small EDP team has punched enormous batches of cataloguing on both Vax and CMC machines, to keep up with the increasing amount of cataloguing. The Inventory Unit has readily tackled a large work-load, including a great deal from Reader Services as well as Cataloguing. A CAVAL serials workshop was held at Monash and its success was largely due to our two serials Cataloguers.

The promotion of four Assistant Librarians to Librarian I gave the Department greater stability and considerably eased the administrative load.

Technical Services had to take the brunt of staff cuts for 1983 and the last quarter of 1982 was a very difficult and worrying time, with the prospect of having to lose 3-4 members of our close-knit team. However, such was the generosity and comradeship, that five support staff members offered to go on to a four-day week, to save the jobs. Subsequently one of the five got a position in Periodicals, which made the scheme viable. I feel proud to head a Department in which people care enough about each other to take a big cut in income.

Barbara Tapply

Barbara Tapply,
Cataloguing Librarian

18th January, 1983

HUMANITIES and SOCIAL SCIENCES LIBRARY

ANNUAL REPORT, 1982

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Moira MacKinnon
Librarian, Humanities & Social
Sciences.

I INTRODUCTION

1982 was a year of great effort to provide the services expected of a major university library given reductions in staff numbers. It was also another busy year and while there was a drop in some measures of activity, staff absences meant that some areas were undermanned for substantial periods. This placed an extra burden on those here on duty. As in 1981, much work could only be carried out at the expense of considerable overtime. No major changes occurred but a great deal of developmental work was carried out especially with respect to the design of future computerized operations.

II ORGANIZATION AND STAFFING

The staff structure remained much the same as 1981 as is shown in the organization chart attached at the end of this report. There were a number of changes of staff. Jim Cleary resigned in July to take up the position of Deputy Reader Services Librarian at the University of Newcastle, and this vacancy was filled by Neil Renison, returning to Monash after several years absence. Betty Brumby joined the Inter-library Loans Section taking the place of Sue Cronin who left in June. Julie Bailey and Bernadette Barker joined the Student Reading Section in February taking up vacancies created by Carol Baczynski and Gayle Whyte. Gayle transferred to the Government Publications Section in place of Peta Winzar, who left to go interstate, Rhonda Lamont took over in Periodicals from Bert de Vries who retired, and Maureen Mann joined Rare Books staff in a part-time capacity. On the attendants staff, Greg Mitcheson, Mark Martys and John Hodgson replaced respectively Bill de Moel who retired, Murray Jenkins who transferred to Hargrave Library, and Ralph Lamperd who transferred to Law Library.

From the Library's EDP Section, Iris Carydias became specifically the H. & S.S. data preparation staff member.

III COLLECTIONS

A major event at the end of 1982 was the opening of the Elizabeth Burchill Room. This has enabled us to draw together Australian literary and historical books from the Research Collection in one place with attractive browsing and study facilities.

General Remarks

The rate of acquisition of stock for the Humanities and Social Sciences collection showed some improvement over the previous year.

| YEAR | TOTAL VOLUMES | | | | TOTAL INCREASE IN YEAR | PERIODICAL TITLES RECEIVED |
|------|---------------|-------------|------------|---------|------------------------|----------------------------|
| | Books | Periodicals | Microforms | Total | | |
| 1980 | 485,041 | 92,084 | 112,962 | 690,087 | 26,018 | 7,143* |
| 1981 | 500,077 | 95,840 | 118,367 | 714,284 | 24,197 | 7,090* |
| 1982 | 523,580 | 99,137 | 124,800 | 747,517 | 33,233 | 7,103* |

Table 1. H. & S.S. Acquisitions, 1980-1982.

* 10 additional subscriptions not included.

Access to Collections. The backlog of cataloguing continued to cause some difficulties for reference staff and users, however the Cataloguing Department does an excellent job in providing urgent Cataloguing for materials identified in the Current Order File and found in the backlog. A change in procedures near the end of the year, which will allow teaching staff to choose which recent acquisitions warrant priority treatment, promises to relieve problems in this area.

Some anomalies in the listing of titles particularly government publications in the Periodicals Currently Received list caused difficulties in its use. Both the Periodicals and Government Publications departments have ongoing projects to upgrade their inventories of which the P.C.R. is a by-product.

During the year, reference staff were heavily involved in the present development stage of designing the specification for an on-line version of the library's catalogue. The detailed work required to design an on-line catalogue that will be a dream rather than a nightmare for library users to operate, has the continuing commitment of library staff.

Periodicals. The cataloguing backlog has been reduced this year, only 24 titles were waiting cataloguing at the end of 1982 as compared with 59 titles at the end of 1981. Careful scrutiny of existing subscriptions continues with some journals being cancelled in order to place new subscriptions for more important new titles.

Government Publications. The collection continues to increase rapidly mainly due to the AGPS (Australian Government Publishing Service) and ABS (Australian Bureau of Statistics) deposit schemes. Current shelving space is almost full. The project to improve our holdings of U.N. material continues and we now hold Documents and Official Records up to 1980.

Rare Books. In 1982 the collection grew from 19,307 to 19,913 volumes. This figure does not include several hundred books waiting for transfer from the deposit collection and from the Main Library. This growth includes 143 Monash theses and 107 publications by Monash staff. Shortage of space remains a problem.

Gifts: The Friends of the Monash University Library continued to support us and through their instigation we have received our second incunabulum, the Biblia latina printed by Anton Koberger in 1478.

Mrs. Keela Hughes gift of Meyricks' Costumes of the British Islands (1815) with 24 hand-coloured plates was the most significant donation in the first six months of the year.

South East Asian Collection

A reference guide to South East Asian material was completed, and is awaiting duplication. A listing of periodicals is available for internal use, to be edited for more general distribution.

IV SERVICES TO INDIVIDUALS

Reference

A count of the number of enquiries received at the Reference desk is necessarily a crude measurement of the service provided. Nevertheless the 1982 statistics show a slight drop in the number of enquiries, though it was still necessary to staff the Reference desk with 3 people during the busy periods.

| | Directional | Reference |
|---------------------|-------------|-----------|
| To 24 December 1981 | 20,650 | 12,504 |
| To 17 December 1982 | 16,733 | 11,560 |

Table 2. H. & S.S. Reference queries, 1981-1982.

Due to illness, long service leave and resignation of a staff member the reference team was below full complement for two-thirds of the year. This placed a heavy burden on regular staff even though some part-time assistance was received. In the latter part of the year, when there was a little less pressure, reference staff development seminars resumed. The program consisted of a number of workshops on Monash microform collections and talks by senior library staff from other departments on ABN (Australian Bibliographic Network) and Monash selection procedures. This has proven a good way to fit in-service training into a busy schedule and has the support of all of the reference staff.

Computerized Information Searches.

One hundred and twenty-nine searches were performed on-line over sixty-nine bibliographic databases. The ERIC databases provided on Lockheed's DIALOG service was by far the most heavily used (almost one-third of total usage). DIALOG was the most heavily used system (about 55 connect hours), AUSTINET was also frequently used (11½ connect hours) while the ORBIT and ESA services received minimal usage. The most heavily used Australian database was APATS while the Australian National Bibliography and Australian Education Index were also frequently used.

The count of searches is a measure of our major activity but tells little about the quality of results or the amount of effort which goes into a search, since some searches cover only a few queries on one database while others involve lengthy interrogation of numerous databases. A grosser measure is the number of times we have logged onto databases. (653 log-ons). This log-on figure cannot be compared with the count of searches, for the log-ons include ready reference enquiries, preliminary investigations for searches, practice sessions, multiple searching on the one problem and reconnections to the systems because of telecommunications failures etc. In addition, time spent checking paper indexes, interviewing clients, examining system documentation and simply keeping up with the burgeoning area of information searching, means that this operation is a substantial consumer of staff time. Time spent on developmental work for an on-line Monash catalogue has already been mentioned.

Loans

For the first time in recent years, loans figures show an overall decline in borrowing:

| | 1979 | 1980 | 1981 | 1982 |
|-------------------|---------|---------|---------|---------|
| Staff & P.G. | 79,968 | 85,763 | 93,407 | 90,702 |
| Student-Weekly | 195,411 | 199,875 | 194,264 | 165,229 |
| O'night | 104,195 | 114,744 | 127,762 | 131,505 |
| Student Sub-total | 299,606 | 314,619 | 322,026 | 296,734 |
| TOTAL | 379,574 | 400,382 | 415,433 | 387,436 |

Table 3. H. & S.S. loans to Monash borrowers 1979-82.

This decline is greater for largely undergraduate or coursework student loans than for loans to researchers and teaching staff. Obviously there is a continuing trend to an increasing demand for materials set for recommended reading as shown by the figures for overnight loans, which over the four years shown have risen from 35% of student loans in 1979 to 45% in 1982. The figures provide food for thought; at first glance it appears that undergraduate students have less time for self-directed reading.

The loans system itself worked fairly well except for some significant equipment failures causing loss of information. The new back-up system proved satisfactory. The specification for a more sophisticated computer system was drawn up, absorbing in the process considerable staff time. Acquiring the new system will be largely dependent on budgetary factors.

Service to users was improved by having one full-time member of the loans staff on duty in the evening to assist with loans queries. As ever, the attendants were of great help in assisting at the loans desk.

Inter-library Loans

Demand for books and photocopies for Monash researchers fluctuates from year to year but overall, as for loans from Monash collections, the figures below show a decline over the previous year:

| | 1980 | 1981 | 1982 |
|----------------------|------|------|-------|
| Items wanted | 2700 | 2782 | 2248 |
| Items obtained | 2489 | 2612 | 2461* |
| Items lent ex Monash | 6394 | 6294 | 5563 |

Table 4. H. & S.S. Inter-library loans 1979-82.

*Discrepancy allowed for by requests carried over.

Towards the end of the year Australian universities agreed to increase the basic cost of supplying photocopies, from \$1.00 to \$3.00. It is too early to say what effect this might have on patterns of inter-library borrowing.

During the year the Inter-loan service was brought under the aegis of Tricia Naish as Senior Reference Librarian, and a review of inter-library loan routines and policies was begun. In October/November, Monash participated with other libraries in a national experiment using an electronic mail service, ACIMAIL, for inter-library loans and other communications. Electronic mail has clear benefits of speed and informality as a form of communication, but the inter-loan network routines would require significant modification to make good use of the system in its present form.

Periodicals and Audiovisual Services.

This department suffered the brunt of the H. & S.S. budget cut on staff in 1982, and managed well in servicing a similar level in demand as in 1981. Noticeable changes are an increase in the number of directional queries and a fall in the number of taped lectures issued.

| | Enquiries for Periodicals | Restricted access items | Newspapers | A/V Items | Tapes Issued | Rare Books | Directional | Total |
|------|---------------------------|-------------------------|------------|-----------|--------------|------------|-------------|--------|
| 1981 | 5,651 | 3,143 | 1,531 | 1,901 | 15,605 | 563 | 1,279 | 29,673 |
| 1982 | 5,379 | 3,848 | 1,855 | 1,433 | 12,628 | 372 | 2,715 | 27,448 |

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

Monash film loans dropped (551 film loans in 1982 compared with 702 in 1981) but film borrowings by Monash from other libraries and institutions rose (440 borrowings in 1982 compared with 357 in 1981).

Usage of the microform collection, using the amount duplicated as an indicator continues to grow as shown below:

| | 1980 | 1981 | 1982 |
|----------------------|--------|--------|--------|
| Photocopies | 13,972 | 15,133 | 14,931 |
| Microform duplicates | 3,257 | 3,109 | 4,579 |
| TOTAL | 17,229 | 18,242 | 19,510 |

Table 6. H. & S.S. Duplication of microform items.

A start was made on updating a guide to the microform collection.

Government Publications

The Government Publications collection remains heavily used as there is a growing awareness of the value of government documents as sources of information. The physical distance of Government Publications from the main catalogues and reference collection has proved a problem, and relocation has been discussed.

Rare Books

The Rare Books Librarian arranged six major exhibitions during the year. These were:

- 1) Goethe, 28 June 1749 - 22 March 1832
- 2) Henry St. John, Viscount Bolingbroke (1678-1751)
- 3) Friends in deed: a selection of books donated by the Friends of the Monash University Library.
- 4) Birds of a feather: birds in art and literature
- 5) Esperanto: the international language
- 6) A display of Bibles, to mark the arrival of a notable gift, the Biblia Latina.

In addition the Rare Books Librarian gave a number of talks during the year to various groups of students.

V SERVICES TO GROUPS

Student Reading

Ten staff prepare about 25,000 items for Reserve and process up to another 60,000 items for weekly or overnight loan. Vivien Nash was given overall responsibility for the work of the section, particularly for planning and policymaking. Towards the end of the year, one of these staff, Jeanette Powell, was made co-ordinator of day-to-day operations on a full-time basis, taking over from Shannon Azzaro, who is part-time. The workload in processing reading lists is still too much for staffing levels and ways will be sought in 1983 to reduce the number of lists processed wherever possible.

Several meetings were held to plan a changeover to a "walk-in, walk-out" Reserve room in 1983, to control better the use of Reserve materials by students. The present SRR listing was also redesigned to eliminate "computerese" and make it more self-explanatory. For the longer term, meetings continued from 1981 to discuss features desired in a later version of this computerized system, especially its relationship to the library's catalogue and circulation system.

Reader Education

The 1982 allocation of subject responsibilities among professional librarians was as follows:

Anthropology, Sociology, Social Work & Music
Economics departments
Education
Geography, Visual Arts
History, Politics

Humanities, Psychology

Jeni Fernando
Vivien Nash
Jean Warren
Tricia Naish
Jim Cleary Jan.-Aug.
Neil Renison Sept.-Dec.
Robin Lenan

Some reorganization of responsibilities is planned for 1983.

Orientation

The 'Library Expo' was repeated this year with the provision of guided tours. Assistance of Technical Services staff with the tours was appreciated.

Elementary Reader Education

As in 1981, a number of teaching departments used an instruction package of overhead transparencies, leaflets etc. to assist their new undergraduate students in gaining library skills to support their studies. The Economic History, History, Politics and Psychology Departments all used the package, History using it in conjunction with tours, classes and assistance from library staff. The Department of Geography participated in testing a library skills workbook for such instruction against the package, as an alternative to it. Essentially the workbook was expected to provide self-instruction for students thus avoiding much use of teaching time for these very basic but essential skills, and eliminating the unwieldiness of the package. Results of this experiment suggest that the workbook idea has some merit but requires modification for Monash teaching styles. Students enjoyed using the workbook but above all would prefer guided tours. These are expensive in staff time whether it be teaching or library staff time and in the main provide only familiarity with the physical layout of the building and location of services.

While we are gradually trying to make these aspects of using the library as self-explanatory as possible, in a self-service library somebody must still teach students at an early stage how different kinds of documents are represented in library catalogues. In the future, given the popularity of computer games, maybe we could produce a "bibliographic" game for new students by way of explanation, but this is likely to be a few years away yet.

Later-year Reader Education

46 classes were given to second and later-year students during the year, in over 60 hours contact time. Most classes were for History students, but most time was spent in seminars for Education students. Except for the latter, this is a decrease in classes which is disappointing since it means many students may graduate with little idea of the range and extent of published knowledge in bibliographic sources which they can pursue in their post-graduation life. We even find students proceeding to fourth-year Honours level unfamiliar with a basic index such as Australian Public Affairs Information Service (APAIS)

General Instruction

As usual, a number of tours were provided to school groups and others, and also the highly successful half-day seminar to Band 4 teachers given in 1981, was repeated.

VI. OTHER SERVICES & ACTIVITIES

Donald Cochrane Library

This year a 3rd edition of Public Company Reports was published, including for the first time New Zealand reports. Progress is continuing with the creation of a computer file of the library's collection of Working/Discussion Papers. Reader education seminars on indexing and abstracting were given for fourth-year students.

Music Library

This library caters not only to the Music Department and Music students, but also to staff members representing all faculties of the university who use its collection of scores for both amateur and professional performances, and to student groups. In 1982, the library acquired 155 LP record titles, 120 audio cassette titles and 774 scores.

Services for the Disabled

Three visually handicapped students had tapes of reading material provided for them in 1982, prepared with the assistance of volunteers, many of whom were from outside Monash. In addition, enlarged text and handwritten notes were prepared for one student.

Student training

We are grateful to the Cataloguing Department for freeing John Sunner several hours a week to look after the training supervision of the library technician in the Aboriginal Research Centre. The technician, Linda Twite, successfully completed her three-year part-time course at the end of the year.

As usual, during the year students undertaking librarianship studies at tertiary level were given fieldwork experience in various departments of the library.

Staff development/Professional activities

Some staff members are upgrading their qualifications through part-time studies. This year Gayle Whyte qualified as a professional librarian by completing the Graduate Diploma in Librarianship at R.M.I.T.; Carmel Reynolds added to her librarian qualifications by completing the Diploma in Librarianship (Information Science) at Monash; and Rozie Horvat completed her Certificate of Applied Social Science (Library Technician) at Prahran College. A number of H. & S.S. staff members are undertaking undergraduate degrees at Monash, and it is a pleasure to note that several achieved distinctions in the year's results whilst still performing excellently their jobs.

As usual some staff were freed to attend conferences and seminars during the year, particularly:

- LAA, 22nd Biennial Conference (Adelaide)
- LAA, "Managing people at work" Seminar (Ballarat)
- LAA, Library Workforce Conference (Melbourne)

and also made contributions to the literature of librarianship:

- M. MacKinnon, "Administration of reference services in some Australian university libraries," Australian Academic & Research Libraries, Vol.13, no.2, June 1982, p.82-94.
- N. Renison, editor A Right to Information? Seminar Proceedings. Townsville, L.A. Nth. Qld. Regional Group, 1982.

Talks were given to librarianship students and others by Tricia Naish, Vivien Nash and Susan Radvansky. Connie Kennett, Robin Lenan, Moira MacKinnon, Carmel Reynolds and Henry Thorburn all participated in the work of various Victorian and national committees. Staff also contributed to the activities of ACOST (Ad Hoc Committee on Staff Training) and LAGSA (Library Area Sub-Committee, G.S.A.) both being Monash Library Committees.



Moira MacKinnon

HARGRAVE LIBRARY

COMMENTS FOR ANNUAL REPORT, 1982

1. General

Consistent demand for services combined with reduction in staffing led to heavy workloads and stress related problems among library staff. The current level of staffing is inadequate to cope with peaks of demand for services or with absences through illness. Frequently, it is not feasible to staff all service points in the Library even during the core hours of 9 am to 5 pm. A possible remedy would be to reduce hours of opening such as closing the Library two evenings during the week and opening only on one day during the weekend.

2. Special projects

2.1 Tattle tape security system

A tattle tape security device was installed in May, 1982. Between May and December, approximately 42,000 bound volumes were tattle taped. Books in heavy demand including student reading material were processed first, the rest of the collection is being processed as the books are returned from loan.

The security device is an effective deterrent to would be book lifters as indicated by the number of times the alarm sounds during the day. The security device provides invaluable assistance to staff on duty in the evenings and on weekends.

2.2 Map Reference Publications

With the aid of the VAX word processing package, a new, more detailed edition of the 'Guide to the Hargrave Library Map Collection' was issued during the year. The guide was the work of Marion Dormer, Map Librarian, assisted by Mrs. D. Parry.

Work commenced on an 'Index to Map Series' intended as a reference guide to maps published in series and held in the Hargrave Library.

The Map Librarian assisted in the production of the AMCC (Australian Map Curators Circle) sponsored 'Checklist of Australian Map Catalogues and Index' which was published in mid-1982. Most of the work on the Checklist was done outside normal working hours.

2.3 Retrospective Conversion Program

Work continued to progress on the retrospective conversion of bibliographic records of mathematics books held by the Monash University Library. By December 1982, 3900 records had been converted. The work is carried out by a part-time casual staff member. The project is jointly funded by the Library and the Mathematics department. Funds for this project will run out by the 30th April, 1983. It would be a great pity if lack of funds would prevent the completion of this project, considering the expenditure on this project to date and the research status of the mathematics collections.

2.4 MOS Reclassification of books on Mathematics

Le Thi Nhan completed the reclassification of books on mathematics according to a Monash adaption of the American Mathematical Society's MOS classification system. She was assisted in her task by Mr. G.C. Smith of the Mathematics Department.

3. Services

3.1 Loans

The period of loan for current periodicals was reduced from one week to overnight. Many borrowers expressed support for the shorter loan period.

The Hargrave Library Users Committee requested that the late fees for books on student reading and in heavy demand be raised.

3.2 On-line Information Services

Demand for computerised information services was similar to the previous year, although there was a slight reduction in requests for computer searches by people from industry. In total, 62 formal paying searches were done.

Greater use of information databases was made for reference work and for library tutorials, given to final year science and engineering students.

Notable Acquisitions

Two notable items were acquired for the Hargrave collection:

1. BELIDOR, B.F.
Architecture Hydraulique. 4 vols.
Jombert, 1737-53.
2. ROYAL SOCIETY, London.
Book Catalogue of the Library. 5 vols.
University Publications of America, 1982.

Monika Chiba

14-1-83

BIOMEDICAL LIBRARY
ANNUAL REPORT. 1982.

1. INTRODUCTION.

The first months of 1982 saw the relocation of the Biomedical Library's holdings, as was proposed in 1980. The number of seats has been reduced on the second floor, but with a corresponding increase in seating on the ground floor. As this is the most attractive floor in the Biomedical Library Building, with large windows looking onto the gardens, this floor is now more intensively used. The relocation, with the advantage of journals on the one floor, has been well received by library users. In addition the "behind the scenes" staff photocopier has been placed on the second floor for the convenience of post-graduate students and staff.

The original design of the Biomedical Library has proved a handicap in providing for several new services which have evolved since it was first planned, and it may be necessary in the future to reassess the use of various areas in the Library to utilize the space more effectively.

2. ADMINISTRATION

2.1 Staff.

Following shortfalls in the 1982 staff budget, reader services' areas in all branches were required to reduce staffing. The necessary reduction was achieved in the Biomedical Library by not replacing one staff member who resigned to resume full time studies and another staff member working a .6 week after she resumed duty following maternity leave. As a consequence various loans desk routines were examined so that the loans/reserve desk could be manned by only one staff member at any time, and some services which were previously provided have been curtailed or discontinued. This reduction in staff has given the library the opportunity to reassess and streamline some of its procedures so that it will operate more efficiently. However any staff cuts in the future must only lead to either reduction in the range of services, or in hours of opening.

During the year an exchange was arranged for a period of twelve months between the Deputy Biomedical Librarian and a Reference Librarian from the Health Sciences Library, University of Washington, Seattle, U.S.A.

2.2 University/Hospital Affiliation.

No further progress towards library affiliation was made at either Alfred Hospital or the Queen Victoria Medical Centre. However during the year substantial advances were made in the plans to relocate the Queen Victoria Medical Centre to Clayton, and building should commence in February 1983. Only one library is planned for the Centre, which will service both Hospital personnel and University staff and students.

3. STOCK

3.1 BUDGET

The total budget for 1982 was \$379,000, of which \$232,000 was allocated for periodical subscriptions. As this was a slight increase on the 1981 figure, it was not necessary to mount a major periodical cancellation operation. However the funding was not sufficient to permit the purchase of any new journal titles, and the policy of ordering new subscriptions only if journals to a similar amount are cancelled has been strictly adhered to. This has had the inevitable consequence of maintaining a journal collection which is no longer as comprehensive or pertinent as previously. The embargo on purchasing new periodical titles, which has now been operating for the past few years, is now having a serious effect on research projects in the University.

3.2 MONOGRAPHS

Funds have been barely sufficient for all monograph recommendations to be acquired, and the purchase of multiple copies for student reading has been kept to a minimum. With the reduction in Kellogg Foundation funds, a smaller number of monographs in the fields of health administration and economics was added to stock.

3.3 PERIODICALS

Several journal titles were recommended for cancellation in 1982 as a result of the periodical usage survey, conducted over a twelve month period in 1980/1981. 49 cancellations were effected during the year, and further cancellations will become operative during 1983. Only 6 new titles were acquired by subscription in 1982. This reflects a very serious deterioration in the Biomedical Library's journal collection.

During 1982 Academic Departments served by the Biomedical Library were approached to vary the overnight journal loan period. It was agreed that all bound journals housed on the second floor would be reassigned with a machine readable badge compatible with the present on-line circulation system, and would be available for loan any time on one day and could be returned any time on the following day. This would eliminate the need for borrowers to make a written record. The reassignment will be undertaken over the long vacation 1982/1983, and come into operation early in 1983.

3.4 STOCKTAKE

The second library stocktake was completed during 1982, and a full indication of the number of titles missing should be available early in 1983.

4. LOANS

Loans for 1982, with comparable figures for 1981, are as follows:-

| <u>Biomedical Library Totals</u> | <u>1981</u> | <u>1982</u> |
|----------------------------------|----------------|----------------|
| Student loans | 55,589 | 43,848 |
| Short term loans | 10,890 | 24,811 |
| Staff Loans | 29,567 | 28,452 |
| Loans to outside Libraries | 13,831 | 12,312 |
| Internal/Reserve loans | 40,205 | 19,642 |
| | <u>150,082</u> | <u>129,065</u> |

Breakup of loans is as follows:-

| <u>Campus</u> | | |
|----------------------------|----------------|---------------|
| Student loans | 51,485 | 38,285 |
| Short term loans | 8,011 | 20,343 |
| Staff loans | 14,196 | 13,725 |
| Loans to outside libraries | 9,593 | 8,545 |
| Internal/Reserve loans | 38,478 | 17,480 |
| | <u>121,763</u> | <u>98,378</u> |

| <u>Alfred Hospital Sub-Branch</u> | | |
|-----------------------------------|---------------|---------------|
| Student loans | 2,504 | 3,271 |
| Short term loans | 2,695 | 3,987 |
| Staff loans | 12,389 | 11,706 |
| Loans to outside libraries | 4,072 | 3,506 |
| Internal/Reserve loans | 1,727 | 2,162 |
| | <u>23,387</u> | <u>24,632</u> |

| <u>Queen Victoria Medical Centre Sub-Branch</u> | | |
|---|--------------|--------------|
| Student loans | 1,600 | 2,292 |
| Staff loans | 2,982 | 3,021 |
| Loans to other libraries | 166 | 261 |
| Short term loans | 184 | 481 |
| | <u>4,932</u> | <u>6,055</u> |

| <u>Interlibrary Loan Borrowings</u> | | |
|---|--------------|--------------|
| Biomedical Library (Campus) | 1,164 | 1,465 |
| Biomedical Library (Alfred Hospital) | 595 | 483 |
| Biomedical Library (Queen Vic. Med. Centre) | 448 | 405 |
| | <u>2,207</u> | <u>2,353</u> |

In addition 4,281 items were lent between the Campus and its Sub-Branches. The alteration in the pattern of student loans at the Campus Library has resulted from changes initiated at the beginning of 1983, when multiple copies of student texts were designated "short term" loans (that is, they could be borrowed any time during day one, and returned any time during day two). Consequently short term loans have more than doubled, with a corresponding decrease in normal student loans. Students have expressed their satisfaction with the changed loan procedure which they feel is a fairer distribution of resources. Only one copy of each student text is kept on Reserve, which has caused a considerable drop in Reserve issues. As some material (such as Departmental lecture and course notes) is no longer handled at the Reserve Desk, this has also reduced the number of items issued. Loans to outside libraries continue to decrease slightly, which may be partly attributed to the rise in interlibrary loan charges (\$3 as against the previous \$1 fee). The library officer at Queen Victoria Medical Centre reports that the increase in interlibrary loan figures is almost entirely due to the lending of monographs on in vitro fertilization; on which subject the library has very comprehensive holdings.

5. ACCOMMODATION

This was the first year of operation following the relocation of stock over the 1981/82 long vacation. Most users of the Library have expressed satisfaction with the new arrangement, as all recent periodical material is now located on one floor. At the end of 1982 periodical holdings for the years 1950-1959 were transferred from the hospital sub-branches. These are housed in the 3rd floor stacks, which is now almost completely utilised.

6. REFERENCE AND ON-LINE RETRIEVAL SERVICES

The Reference desk remains one of the busiest areas in the Biomedical Library during the Academic year.

In 1982 the National Library of Australia raised their charges for services provided by the Australian MEDLINE Network, and these substantial costs have been passed on to Monash users. This has resulted in a sharp decrease in the number of searches requested. In addition, almost all hospitals affiliated with the Monash Faculty of Medicine are now part of the Network, and requests are sometimes directed to these Centres by Monash Departments when the Department is attached to a hospital. The Department of Medicine at Prince Henry's Hospital has become a member of the MEDLINE Network, and undertakes its own searching.

Very few searches were made on behalf of Australian Hospital Association members, as most now have access to on-line information retrieval in their own institutions.

| <u>ON-LINE STATISTICS</u> | <u>1981</u> | <u>1982</u> |
|-------------------------------|-------------|-------------|
| Individual searches requested | 451 | 357 |

SEARCHES ENTERED (Which will include multiple use of data bases for a single search request and demonstrations for staff and students).

NATIONAL LIBRARY OF AUSTRALIA

| | |
|----------------------|---|
| MEDLINE | 368 |
| BIOSIS | 73 |
| HEALTH | 10 |
| OTHER NLA | 7 |
| <u>Other Systems</u> | |
| AUSINET | 7 |
| DIALOG | 52 (includes reference checking and demonstrations) |

517

Increasingly it has become obvious that much staff time can be saved by using data bases for bibliographic checking, and NLA data bases have been used during the year for this purpose on 141 occasions.

The provision of monthly updates has proved a most useful adjunct, and the Biomedical Library currently runs 154 SDI profiles. Of this total, 76 new profiles were created in 1982.

7. READER EDUCATION

Again all 1st year students attended an introductory tutorial on using the library, and 51 sessions in the use of bibliographic tools were given to 2nd and 3rd year students.

At the end of 1981 the Biomedical Library reference staff approached the Department of Paediatrics to determine whether tutorials on data base information retrieval could be incorporated into the 5th year Paediatric Course. This was introduced in 1982, and a tutorial with on line demonstration has been given to each of the four groups of 5th year medical students. This appears to be the most successful method of introducing students to these services initiated to date. Tutorials, with on line demonstrations, have been mounted for the Honours and Postgraduate students of each Department served by the Biomedical Library.

8. OVERSEAS LIBRARIES

During the year the Biomedical Library provided 6 weeks in-service training for an Indonesian librarian, Mrs. Sri Soefjan who was on a UNESCO fellowship.

9. AUSTRALIAN HOSPITAL ASSOCIATION REFERENCE CENTRE

The Kellogg Foundation continued to fund the Australian Hospital Association Reference Centre in 1982. Limited funds were available for the purchase of monographs on health administration, and were in heavy demand. The Foundation also provided funds so that some of the older card catalogue entries for material purchased for the Centre could be converted for entry to the CAVAL union catalogue, thus making the material more widely accessible. However the foundation ceased supporting the Centre at the end of 1982, and to date no alternative source of funding is available.

The Biomedical Librarian attended the Association's Annual Congress in Adelaide in October, and has continued to serve on the editorial committee of the Association's journal, "Australian Health Review".

Sy Baker
BIOMEDICAL LIBRARIAN.
FEBRUARY, 1982.

In spite of a reduction in staff numbers of one and a half positions, neither the library's services nor its hours of opening were curtailed during the academic year, and the extended hours over the long 'vacation' to serve the Law Faculty's summer teaching programme were maintained.

Follow-up work on the stocktake made in 1980 was finally completed, and showed that since the installation of an electronic alarm system, there had been a 78% reduction in book losses. It is expected that the recent installation of a turnstile at the library entrance will further reduce losses.

The hopelessly overcrowded staff work area has been almost doubled by the construction of an extension into the library reading area, a project funded by the Law Faculty. For the first time, the library's reference librarians now have adequate accommodation, and the extension also houses the library's inter-library loans officer, typist, and book binding and repairs operations. Although a small amount of shelving had to be sacrificed for this move, no seating has been lost.

This extension work was only the most substantial item of Faculty assistance received during the year. The Faculty also funded the purchase of extra chairs for the discussion room, a portable cassette player, the turnstile noted above, the repair and binding of law reports and journals, annual subscriptions to a number of expensive loose-leaf services, and the hiring of a junior assistant for two days per week throughout the year. The library was also given access to the Faculty's word-processing facilities for several projects.

Four separate courses of reader education were offered to students, consuming an inordinate amount of the time of the three librarians on the staff. A three-stage programme integrated with the Legal Process course, comprised a tour of the library, two sets of exercises (the second requiring the preparation of some 1100 questions), and a tutorial on legal research. Fourth and fifth year students appearing before the Moot Court received instruction in the use of research materials and the primary sources of the law, and similar instruction was given in a number of individual subjects, and to post-graduate students. A Guide to Research in the Monash Law Library, compiled by Poh York Lee and Keith Akers, has been in heavy demand by students at all levels.

Comments by Legal Process students on the library's programme were obtained through a questionnaire, and a survey was conducted of legal research instruction offered in other Australian law schools, either by law library staff or by Faculties.

With Professor E.M. Campbell of the Faculty of Law, the law librarian obtained a 1982 Monash Special Research Grant to assist in the preparation of exercises for use in conjunction with selected chapters of Legal Research: Materials and Methods.

One of the library's reference librarians, Keith Akers, was also during 1982, convenor of the Library Area Sub-Committee of the General Staff Association. In a year in which considerable debate took place about such matters as the staff structure of the Monash library system, promotion procedures, and coping with new technology, contracting staff budgets and possible retrenchments, this position demanded a very large input of time and energy from the incumbent, both on behalf of LAGSA, and in participation on library committees.

A submission to the Victoria Law Foundation for funds for books and backsets of periodicals received a favourable response, and up to \$21,000 will be available to the library from that source in 1983.

Published articles

Akers, K. "Down with Rote and up with Research". Oracle (1982): 50.
Glasson, E. "The Librarian and the Law". Australian Academic & Research Libraries 13: 29.

E.J. Glasson
Law Librarian

EDP SECTION : ANNUAL REPORT TO THE LIBRARIAN

The year was an extremely active one in the field of system respecification. Older, B6700-based, systems notably in Acquisitions, Circulation, and Student Reading were exhaustively analysed and re-evaluated. New requirements were discussed, and major goals enunciated by groups of specialist staff from all over the library. This ensured that full consideration was given to the future direction of library systems by, and on behalf of, their principal users. In addition, much thought was devoted to the subject of providing an on-line catalogue, using the increasingly important and substantial Monash component of the CAVAL union catalogue as a base. Some specifications are beginning to emerge but much work remains to be done. Progress with the proposed introduction of a full range of new, predominantly VAX-based, systems is not likely to proceed rapidly, however. The main constraint is the shortage of full-time programmers, and/or of suitable package software, or more precisely of supporting funds for either. Equipment provision remained satisfactory both centrally, in the form of overall network and host computer capabilities, and locally in the shape of terminals, though development plans envisage a need for substantial increments of equipment in both the short and long term.

During the year an LSI 11 multiplexor limited to Burroughs communications was disposed of, and a MONET node offering VAX and B6700 communications was installed instead. Many new service lines were laid in the Main library building to cater for future terminal requirements; and a number of versatile PLESSEY-compatible barcode scanners were built locally to complement, and eventually to replace older, dedicated data collection devices. The scanners interface to the VAX, and open the way for new Circulation systems. In the meantime, distribution of several units to branch libraries has provided the necessary back-up facility for the older, increasingly fault-prone PLESSEY system.

The lack of a campus-wide standard in the area of communicating word-processors, possessing the ability to transfer files to and from MONET (and hence the interconnected range of host computers) was keenly felt. This was compounded by the absence of a suitable alternative, in the form of a genuine word-processing package on the VAX, which could eliminate altogether the need for free-standing word-processors in the library.

Much interest was generated amongst library staff by the use, on a trial basis, of the STATUS text search and retrieval system. This impressive software is marketed in Australia by various franchisers, and an agreement for a heavily-discounted research licence to run the VAX version on a Monash machine was signed by the University in mid-year. So far the library appears to be the main, if not the sole user. A decision as to the suitability of STATUS as a vehicle for the full range of tasks required in library data-processing, has not yet, however, been made. The price payable for a full operating licence is substantial, and would need to be thoroughly well justified before commitment.

CAVAL's decision to throw in its corporate lot with the emergent Australian Bibliographical Network (ABN), based on the National Library's computer in Canberra, cast a shadow of sorts across systems activity in the cooperative sphere. On the one hand this positive evidence of growing cooperation amongst Australian libraries in the area of national cataloguing was almost universally acclaimed. However, doubts persist as to the prospects for uninterrupted growth within ABN of associated services which CAVAL must otherwise provide without benefit of an assured income from cataloguing activity. These include the maintenance of an up to date on-line catalogue data base for reference within the region, together with perhaps some kind of joint acquisitions program; as well as computerised circulation control facilities for smaller libraries. This would enable Monash, for example, to hand over some responsibilities (e.g. for Victoria College campuses) more appropriately dealt with in the CAVAL context. Unfortunately, the alternatives available to us had not been fully clarified by the end of 1982, and this inevitably introduced a note of anxiety as the cessation of CAVAL's Melbourne-based cataloguing services (in March 1983) approached.

Doubts persisted also with regard to the schedule for the introduction of TELECOM's AUSTPAC service for computerised data transfer. Much hinges in the future on the economies promised by modern technology working their way through the growing range of network activities in which the library is involved. It became clear, however, by the end of 1982 that many months would elapse before AUSTPAC became generally available.

The edp section found itself involved more heavily than ever in providing training to library staff. A comprehensive course of six lectures on the library's computer-based systems was well attended. The prospect of the section updating, enhancing, extending, and delivering more training material in the future, however, does not appear promising. It is hardly surprising, therefore, that discussions developed around the role of a full time staff development officer, concentrating in particular on the edp component now becoming central in modern staff training curricula, as well as servicing other more general requirements for which there is a widely felt need.

Once again it is a pleasure to acknowledge the willing and enthusiastic support provided by the staff of the section, as well as the considerable assistance received from staff in other areas of the library and in particular those involved in the systems respecification groups.



January 1983

MONASH UNIVERSITY LIBRARY

ACOST

Annual report for 1982

Eight ACOST meetings were held during 1982, attended by the Convenor (Mrs. F. Baker), Staff Development Coordinator (Madelon Harland) as well as representatives of the Branch Libraries and Monash Library departments. The minutes taken were circulated to ACOST members and Heads of Departments.

The various seminars and courses organised during 1982 have been very well attended and received favourable feedback both from members within the library system as well as from invitees outside Monash Library.

The courses, seminars and workshops organised during 1982 have been as follows:

- (1) Induction course for new staff which was a larger and more elaborate event than it had been on any previous occasions, as no induction courses had been held since Feb. 1979, and therefore it was attended by 35 persons who had joined Monash Library since this date. The sessions were held over 3 consecutive days, viz. February 15, 16, and 17 in both sections of the Conference Room, and those who attended were addressed by 8 speakers of the Senior Library Staff.
- (2) E.D.P. Systems Course given by Phil Snoxall, Diane Worth and Alan Ramadan. This course extended over 3 months in fortnightly sessions, e.g. from March 26 to June 11. The course was extremely well attended and favourable feedback was received. The number of courses and further details are attached to the back of this report. Notes of the courses have been made available to any member of staff who was interested - master copies held by S.D.C.
- (3) Report of a working holiday at Blackwell's, Oxford by Sandra Penny and Brian Hubber, MA (Lib.) students at the Graduate School of Librarianship, who spent several weeks working at Blackwell's Oxford office as part of a special training programme examining the book trade. This talk was held on May 5th.
- (4) Reports from the Representatives of Monash Library who had attended the L.A.A. Industrial Relations Seminar (June 18th). Again this session was well attended.
- (5) Reports from representatives who attended the 22nd Biennial Conference in Adelaide held during August.
- (6) Talk by Tony Mays (Senior Systems Librarian at Deakin University) about on-line public access cataloguing in the U.S., following his six month tour of U.S. libraries.

- (7) ACOST End-of-the-Year Seminar on Monash Library Employment: What changes do we face? All sessions were well attended and elicited favourable feedback.

1982 also saw the final revised and updated emergence of the hand-out booklet "A brief introduction to Monash Library" - in which relevant sections were revised and updated by ACOST members. As vast changes had occurred in the library since 1978 when the previous edition had been issued this was quite an achievement.

A list of Acronyms and Abbreviations commonly used throughout library publications has been compiled on a computer printout, and it will be added to as more versions occur during the years ahead.

Behind-the-scene activities of the S.D.C. during 1982 have also been:

- (a) obtained list of 30 members of Library Staff doing study courses. Contacted them in writing, offered help if needed. Feedback from some members received which was appreciative and some help given with Library Science study problems.
 - (b) Contacted several Institutions which offer short courses in Library Science, especially in technology and updating courses, and requested to be put on their regular mailing list.
 - (c) Contacted LAA for same as well as to be informed of forthcoming events, visiting speakers, etc.
 - (d) Visited Branch libraries during morning teatimes to discuss needs and answer queries.
- Backup and preparation for functions held e.g. ACOST meetings, seminars, etc., which involved bookings, preparing and supervising A/V equipment and other aids, contacting speakers, liaising with Convenor and ACOST members, notifying all staff of forthcoming events, reminders to speakers, letters of thanks, requests for resumés, supplementary figures, etc.
- A log book has been kept of times involved in ACOST activities and preparations. This record however, does not take into account the numerous interruptions and emergencies which arose during times that non-ACOST work was engaged in, and can be taken as a rough guide only. The situation has improved somewhat during the last term of the year when I changed my working hours to 10 a.m.-6 p.m. and in this way managed to achieve one quiet hour from 5.00-6.00 p.m. for concentrated work. This time, however, being at the end of a working day is not ideal.

Improvements in the S.D.C's working conditions have also been the introduction of a filing cabinet to store the rapidly-growing collection of documents and papers. Also the regular issues of UPDATA which will make any urgent dissemination of information much easier than it has been in the past.

For further needs I refer to my recent report to LAGSA.

Plans for 1983 so far, are as follows:

- (1) Visiting speaker(s) from LAA to speak on a topic to be mutually

agreed upon about the changing conditions in the library field.

- (2) Film on Industrial Relations, presently held in Monash A/V Dept. to be shown to staff.
- (3) Seminar on precise formulation of a Staff Development Policy based on the Canberra C.A.U.L. and University of Queensland Libraries' experiences.

As a result of feedback from this year's Annual Seminar, ACOST decided that future seminars be held over 2 consecutive $\frac{1}{2}$ days instead of one full day, in order to give more staff an opportunity to attend. Also that the possibility of a mid-year $\frac{1}{2}$ day seminar be looked into.

I would finally like to thank all the Monash Library Staff and Management who have aided me in the 1982 ACOST exercise. Special mention for all members of Law Library, E.D.P. Section, Acquisition Dept., Ecops, Biomed, and Jean Lang from Cataloguing who typed mountains of letters when Biomed typists were off-duty.

Madelon Harland

(Mrs.) Madelon Harland
STAFF DEVELOPMENT COORDINATOR

4. Programme

The [proposed] programme follows a pattern of fortnightly presentations. All course material presented will be compiled by Edp section with the assistance and approval of departmental and section heads concerned. This should ensure each session is intelligible and authoritative.

| | <u>DATE</u> | <u>TOPIC</u> | <u>SPEAKERS</u> |
|-----|----------------------------------|--|-----------------|
| (1) | March 26 11 a.m. - 12.30 | "Computers in the Monash Library"; an overview of past, present, and future systems technology. | Philip Snoxall |
| (2) | April 16th 11 a.m. - 12.30 | "Cataloguing by computer"; the AUSTRALIAN MARC RECORD SERVICE; MONMARC; MONMODS; & links with Acquisitions, Inventory and CAVAL. | Alan Ramadan |
| (3) | April 30th 11 a.m. - 12.30 | "Computerised Inventory"; Stock labelling and recording; File creation and maintenance; & links with Cataloguing, Circulation, Periodicals, and special collections. | Diane Worth |
| (4) | May 14 th 11 a.m. - 12.30 | "Circulation Control"; Automatic Data Collection; LOANS records; BORROWER registration; Accounting; & links with Inventory, and other University Systems. | Alan Ramadan |
| (5) | May 28 th 11 a.m. - 12.30 | "Student Recommended Reading; Course codes and files; Student reference services; Collection control; & links with Circulation & Inventory | Philip Snoxall |
| (6) | June 11th 11 a.m. - 12.30 | "Acquisitions & Budget"; Current Orders File; Inprocess records and budget maintenance; Archives; & links with Cataloguing and Inventory | Diane Worth |

5. Follow-up

Suggestions and comments concerning organisation and content of the course should be addressed to M. Harland, Cataloguing Department.

6. Who should attend?

Presentation will be pitched at the non-expert, non-professional, level in the hope that this will satisfy a widely representative audience. This does not mean that persons, both professional and non-professional, from the specific areas under discussion are excluded, but rather that if attending they should expect to participate by supplying specialist knowledge where appropriate e.g. answering questions, etc.

EDP staff do not expect to stand up and deliver lectures on "how it shall be done". They expect to promote active discussion and exploration of topics raised, in the hope that they too can learn something from the sessions.