ANNUAL REPORTS

MONASH UNIVERSITY

LIBRARY

1984

The typist refuses to take your
annual report over the telephone

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

A large part of a research library's money is spent overseas, and a large part of that is committed before it is known what varying currency rates will do to the commitment. In 1984 we had a most pleasant surprise: the Australian dollar followed the American dollar on its continuing climb, and though it lagged somewhat, that loss was more than made up by its improvement against other currencies, expecially sterling. As well, book prices in both U.K. and U.S.A. were relatively stable, and the overall result was a very welcome drop in per-title average cost of 2.5%. Even the normally rocketing cost of periodicals was slowed, to 10.3% over the previous year's average.

Even so, the limitation in funds available for acquisitions was made bearable only because of the extensive periodical cancellation programmes undertaken in the previous year (especially in the Hargrave Library) and in 1984 (especially in the Humanities & Social Sciences Library). It is clear that although such cancellations are recognised as necessary, it is also recognised that in fact the research capability of the University is reduced by such measures - as by the inability to subscribe to new and important journals.

Sadly, one expression of frustration at this necessity was open competition between the branch libraries for funds, resulting in a temporary imbalance which would have resulted in benefits to nobody, if it had not been rectified later in the year.

Catalogued intake of new material was as follows, compared to 1983:

	1983	1984
Books	32,234	28,747
Periodicals	11,068	10,909
Microforms	6,854	7,690
Volumes added	50,156	47,346

Total stock of the library at the end of year was 1,212,408 volumes.

Concern was expressed in the last Annual Report that the commercial computer bureau which provided support for our catalogue production may not have the will or ability to maintain adequate service. Two important steps were taken to safeguard against this possibility.

The Library joined the Australian Bibliographic Network, an on-line cataloguing support system run by the National Library of Australia, having been unwilling to do so when many of the other major libraries had joined in the previous year. It was felt that many of the problems which had at that time made the prospect less than attractive had now been resolved. There was the expected delay in connection of Telecom lines; much time was spent in the selection of terminals, which were needed to be compatible with Monet (the Monash local area network) as well as ABN; selection and delivery of appropriate furniture, which it was hoped would prevent health problems associated with VDU's; and training sessions, conducted by CAVAL, for all those who would be using the unfamiliar system. The decision was made early in the year, but it was October before the first cataloguing was done on the system, and mid-December before all our work was put through it.

At the same time, work intensified in the development of SESAME, the Library's own on-line catalogue. There was an unfortunate delay in plans for a temporary increase in computing staff to speed development, and in fact the retirement of one programmer combined with the difficulty of mid-year recruiting meant that resources available were less, not more, than normal.

Installation at the Computer Centre of a Burroughs 7800, though welcomed for its great increase in power and (one hopes) less time down, also required much revision of existing programs. With the help of a contract programmer, and a very considerable effort by the rest of the tiny programming staff, the first stage of SESAME was in day-to-day use in the Acquisitions Department by September.

The first stage involved on-line searching and updating of all acquisitions records. Staff using the system found immediate advantage in the variety of possible points of access; staff in branches were pleased at having up-to-date information on books in process at their own desks; and the ability to include call numbers in the records made it possible to classify all books as soon as received, without waiting for cataloguing to be complete. This latter change was implemented before the end of the year.

All these developments involved great numbers of staff at all levels and from all areas of the Library, and much time devoted to planning and development of specifications for the various systems.   Especially against a background of reduced staff, it says much for the good humour and spirit of all concerned, that throughput did not fall away during development and implementation of these changes.   Mention must particularly be made of the Cataloguing Librarian,Mrs. Barbara Tapply, who retired after 19 years in the Library. Her calm control of an often explosive situation made possible quite radical changes in what is usually perceived as a most conservative area.

Usage of the Library continued heavy, though loans in all areas (except, oddly, Queen Victoria Hospital) showed a slight, unexplained fall, from 649,991 to 626,394. Inter-library loans also fell but not significantly: from 23,355 to 23,171.   Our borrowing from other libraries was again higher than in a previous year, 8234 as against 7244, certainly because of the reduction in our own buying.

Inter-Library Loans have been important to us since the University started: firstly as a necessary support to our tiny resources, then later when we took our place among the larger libraries, as a necessary but labour-intensive service to others. The perceived inefficiency of the whole Interloan system, and the lack of incentive to provide good service (though Monash is recognised as one of the best providers), has worried the library community for some years.   Various solutions have been canvassed, the most adventurous emerging from a conference convened by the Australian Library Association in November. The concept was accepted there of a service organization outside the libraries, but controlled by them, using primarily the resources of the National Library and other libraries in Canberra.   If it proves possible it is bound to make a considerable difference to Monash's pattern of Interloan use.

An important aspect of a library's service, especially a research library's, is its education of readers in library use and especially the tools available within the users' own disciplines.   All branches provide orientation tours to new users, and all gave formal classes, attended in the Humanities and Social Sciences Library alone by some 1900 students. The possibilities of computerized bibliographic searching are increasingly becoming part of this scene, and the only limits seem to be financial ones.   The host computers and their data bases, in Australia, U.S.A., England and the continent of Europe are continually expanding, as is the range of subjects they address: medicine, chemistry, bibliography, current affairs...   The limits are financial ones, since none of these services is free.   To do proper research, one must access these bases, but funding authorities will not pay for it.   To support proper research, the Library must provide access, but it has no funding to do so.   The problem must be faced, and soon.

The question (at least of training in computer searching) has been faced by one new computerized service, the Computerized Legal Information Retrieval Service (CLIRS): recognizing the potential importance of such a tool to lawyers, there are plans for a test sample of the data base mounted at several law schools, of which Monash is to be one. There is at least, a suggestion that as well, free access, or perhaps reduced rates, will be available to law students, to provide necessary hands-on experience of the data base itself. The Law School, and especially the Law Library, will be involved in such a test.

It should be mentioned that one of the files to be available on CLIRS will be the Index to Statutes and Case Notes, prepared by the Law Library since 1968.

Once again we must thank the many benefactors who helped the Library grow, either responding to the Library Appeal, as did so many hundred of our graduates and parents of students, or by individual donations of books or the cash to buy them.   The Parents' Group again made the Library the object of their largest donation, this time with a very healthy additional sum earmarked for the Hargrave Library.   Ex-members of that Group's Committee have maintained the contact and the tradition, via the Monash Ex-Committee Club, of a donation to the Library.   A further fine volume was presented by members of the Club, as a memorial, on the death of a much-loved member.

The Friends of Monash University Library have always accepted it as their brief to fund the purchase of fine or rare items the library could not otherwise afford.   Two most interesting pieces were acquired this year, both enriching the Swift collection: a set of 52 issues of The Examiner (1710-11) containing all of Swift's contribution to the paper - in perfect condition - and A New and Correct Map of the whole World by the famous Herman Moll.   It was from the outline of North-West Australia on this map that Swift traced his Lilliput.

We are thankful to Mrs. Elizabeth Durre, who presented us with some 44 volumes from Sir John Monash's library, as well as a collection of photographs of his family.

Apart from these high spots, the Library's acquisitions during the year were necessarily restricted to the practical and the immediate. It was a year of keeping up - or not quite keeping up - with the day-to-day needs of teaching and research, not of expanding horizons.

MONASH UNIVERSITY

ACQUISITIONS DEPARTMENT

ANNUAL   REPORT

1984

1. General

The year was dominated by the further development of MIPS (Monash-in-processing-system) involving the upgrading of existing records in the COF (Current orders file) to MIPS standard, extensive testing of programs, database loading and commencement of the on-line phase of MIPS in late September.

It goes without saying that this major development involving the conversion and on-going use of over 60,000 records resulted in a large number of programming and procedural failures. It is a credit to the patience and ability of Acquisitions and EDP staff alike that MIPS commenced and has been serviceable without a serious breakdown, though there were some close misses. As often it proved to be a case of the best-laid plan of mice and men...

At year's end all transactions previously specified were operational and modules in advanced stages of specification and/or testing included branch recommendations on-line input and the printing of notices.

2. Activities

Orders throughput was slightly up on the previous year with a total of 30,704 representing an increase of 7% on 1983. Standing orders rose sharply from an annual average of 190 to 261 (up 37%). This increase represents higher pressure on the work of the O.I.C., Standing Orders, but also on the time taken for checking of all other materials especially blanket order items.

The number of standing order items received, surprisingly, fell slightly (1984: 3120, 1983: 3388).

While no statistics are available there was also a noticeable increase in antiquarian checking and ordering.

Under the aegis of the A.S.S. Group (Acquisitions Systems Specification Group) which is responsible for MIPS development, numerous full or sub-group meetings concerned with specification or testing of aspects of MIPS required a large number of staff hours throughout the year.

In anticipation of the commencement of on-line searching workflow, physical layout and furniture were examined and proposals for changes were made, once again requiring a considerable amount of staff time. In October, five workstations were installed.

The disposal of items from the weeded multiples collection proceeded continuing the programme initiated during the previous year. Four Thai academic libraries were sent two shipments of approx. 2,300 books and a large collection of periodical backsets. An additional selection by Thai lecturers has been made and is awaiting dispatch.

3. <u>Gifts</u>

A total of 6,419 gifts were received (1983:5,665) representing an
increase of 13%. A total of 5,394 items has been retained to date
though the total may decrease as decisions concerning retention, and
checking, proceeds. The largest collection, of approx. 1,100 books,
serials and pamphlets on art and cultural history, were received
from the estate of the late Wm. Jamieson. Prof. S.Crawcour from
A.N.U. domated a collection of Japanese economics books, Ms.Susan
Kennett donated 137 French books, Mr. T.Beggs donated a number of
antiquarian farming journals, the estate of the late A.Fee donated 83
engineering books, Prof. J.Swan, Dean of Science, donated a collection
of approx. 121 books and a large collection of science journals, Mrs.
I.MacDonald donated approx. 100 general books. Existing holdings of
Australian and general juvenilia were enhanced by donations from Mr.
I.McLaren , Prof. P.Musgrave and a long-time benefactor, Mr.L.N.Shaw.

4. <u>Staff</u>

In contrast to the preceding year the staff situation was very
dynamic. P.Tenenbaum, S.Lemon and J.Clayton resigned, the latter two
after lengthy periods of leave without pay, and M.Spottiswood retired
after 24½ year's service. New appointments were T.North and J.McMahon.
Casual data processing staff had to be engaged to fill the vacancy
caused by S.Lemon's absence and eventual resignation. Three positions
representing two E.F.T. remain vacant at year's end. Other absences
during the year were J.Davis (LSL, March-May), R.Cowen (LWOP, June-July),
V.Wehner (LSL, Oct.-Nov.). It was gratifying to succeed in upgrading
the File Control Officer's position to Clerk 3/4.

A field work student (C.Nystrom) from Bendigo C.A.E. spent a week in the
department (November).

5. <u>Visitors</u>

The Department remained in close contact with its major and many of its
lesser suppliers, and used visits to clarify and resolve problems.
Visitors included J.Coutts from John Coutts Library Service, Canada,
R.Martin and J.Furze from Blackwell's, Oxford, D.Satisky from Blackwell
North America, K.Dorn from O.Harrassowitz, Bookdealers, Germany, J.Mauch
from James Bennett Library Suppliers as well as many others.

6. <u>Matters outstanding, requiring further consideration</u>

There are three matters that require further consideration and all three
have one common characteristic, viz. inadequate work-space provision
for Acquisitions Staff.

The first of these is the continuing presence in the acquisitions area
of an enclosed book repair area. It is felt that this area has now
outlived its usefulness and should be dismantled and relocated. A
separate recommendation is in process of drafting.

Problem two is one of lack of workspace. Unlike some departments, a
number of Acquisitions staff carry out several quite distinct jobs - the
result of staff shrinkages since the late '70's. Most of these part-
time portfolios have attached to them sizeable collections of material,
correspondence and files and for the sake of efficient performance are
separated and carried out from different desks. The cramped working
conditions could be relieved if the book repair area be restored

6. <u>Matters outstanding, requiring further consideration (Cont.)</u>

   for the department.

   The third matter concerns the storage of material acquired largely as gifts
   but to a lesser extent, by purchase. Traditionally the department has
   played a clearing house role for unwanted material. With the dramatic
   growth of the active acquisition of large gift collections under the
   Taxation Incentives Scheme, and with the rise of a positive disposal
   programme (of which the "weed" programme is an example) space and staff
   provision are rapidly becoming inadequate. This growing problem needs
   to be given early consideration.

7. <u>Conclusion</u>

   The year was a singularly difficult - if exciting - one, and it seemed
   that problem followed upon problem. I am grateful to everyone of my staff
   who faced these problems with cheer and imagination, and tackled them as
   successfully during my absence on leave as during my presence.

   V.Wehner
   Acquisitions Librarian
   <u>11th January, 1985</u>

MONASH UNIVERSITY

Cataloguing Department

Annual Report 1984

1984 has been another year of many changes and developments in the Cataloguing Department, so it seems very creditable that the output statistics have been kept at a level approaching those of 1983. The staffing was reduced, with one Cataloguer being on leave without pay for 2 months, another on long service leave for 4½ months and yet another for 11 weeks. Added to this, in order to restore a Precataloguer from a 4-day to a full week, the Department had to give 160 hours of an Assistant Librarian's time and 80 hours of a clerk's time to another Department. This naturally had a detrimental effect on the Department, and its output, especially as the Assistant Librarian is the Cataloguer for Hargrave books and is, in any case, only part time.

As usual, the Cataloguing Department assisted Reader Services during Orientation Week, four staff members worked several sessions each of student instruction.

The Department also had two work experience school pupils for a week each and library students from Riverina C.A.E. and Ballarat C.A.E., who were given expert instruction in the work of the Department. There are also continuing staff exchanges with the Biomedical Library and Reader Services, which promote a much better understanding between Departments.

When Libramatic seemed to be in a very unstable state, the deliberations on a cataloguing system suddenly became extremely urgent. It was then decided to join ABN, as we needed to be able to transfer to a successful system with a large database. We continued operating in Libramatic until mid-December, while also working in ABN from October. This was not easy of course, but it is to the Department's credit that by December it was congratulated by ABN on the quality and quantity of its input. I should like to say that we found the service from Libramatic extremely good. The Department also uses the new MIPS and Sesame systems which now interface with ABN and provide much-needed information on the status and whereabouts of library material.

Much earlier in the year, four members of the Department visited the Baillieu Library, the State Library, R.M.I.T. Library and CAVAL, to see how they operated in ABN and also to find out about their ergonomic furniture and all were very helpful. It was heartening that the Library Administration was very concerned and keen to get suitable adjustable furniture for the Cataloguing staff to minimise the risk of repetitive strain injuries with the new ABN on-line system and the great increase in work at terminals for all the staff. We hope that by the end of the year, all our ergonomic furniture will have been delivered. The lack of two terminals with diacriticals means a great deal of extra work for foreign language cataloguers and data processing staff.

The staff of CAVAL has been extremely helpful. Gaik Khong gave
training sessions in Inquiry and Input to all relevant staff and
also gave an Authority course to four cataloguers. These were
invaluable sessions. Max Borchardt has taken a great deal of
trouble to find information about ergonomic furniture, and advise
on possible workflows, placement of terminals, etc.

The rearrangement of the Cataloguing Department, designed by
Cataloguers, has proved surprisingly spacious as well as
efficient. The desks clustered in threes, with dividing screens,
are based on the subject expertise of the two Cataloguers and
Precataloguers at each cluster.

The Department has satisfied a record 700 urgent requests for
cataloguing during the year.

I cannot leave Monash without special thanks to the Technical
Services Librarian for being a friend and support, to Fausto
Gomes, the best possible Deputy and all the Cataloguing staff,
who have coped with all the changes and traumas with good-
humoured efficiency. I feel as though I am leaving a family,
rather than simply colleagues.

Barbara Tapply

18th December, 1984   Barbara Tapply
                                             Cataloguing Librarian

HUMANITIES & SOCIAL SCIENCES LIBRARY

1984 ANNUAL REPORT

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HUMANITIES & SOCIAL SCIENCES LIBRARY

ANNUAL REPORT, 1984

Mrs. Ho Chooi-Hon, Librarian, Humanities & Social Sciences.

1. ORGANISATION AND STAFFING

1984 started off with an unprecedented spate of staffing changes due to a combination of factors: study, retirement, maternity and family commitments, and the culmination of several old staff problems. Fortunately, existing staff rallied around and were most supportive. After a frantic start, the situation stabilised and all new staff have settled in very well. Whilst the timing of some of the staff departures was unfortunate, the turnover presented an opportunity to rationalise staffing levels. The underlying principles in the changes are (1) flexibility of staff deployment across common service points whenever appropriate, and (2) optimum utilisation of staffing resources. Staffing of service points was further strengthened through the cooperation of Heads of Sections within HSS, as well as Cataloguing and Acquisitions (Refer to Staff interchange below). All in all, in spite of the disruptions, this has been a good year due primarily to the dedication of old and new staff members.

Resignations
Rosemary Gall   (Student Reading)
Rhonda Lamont   (Periodicals)
Jeni Fernando Yarde (Reference)
John Hodgson   (Attendant)
Liz Bracher   (A-V)

Retirement
Irene MacDonald   (Rare Books)

Maternity Leave
Olwyn New   (Periodicals) (Resigned in December)
Rosemary McGinnes   (Reference)

New Staff

Maree Harris	(Student Reading)
Nicola Adams	(Student Reading)
Sharon Gorse	(Student Reading)
Susan Dusting	(Loans)
Joan Worth	(Periodicals)
Virginia Hill	(.8 Periodicals)
Angela Jenkins	(.6 Periodicals)
Juliana Chan	(.8 Loans)
Daria Fedewytsch	(.338 Rare Books)
Peter Hock	(Attendant)
Tony Lyons	(Attendant)
George Ward	(Attendant)
Janice Appleton	(Reference)
Jean Newby	(Reference)
Gavin Gamble	(ECOPS)

Transfers

Neil Renison	(From Reference. Appointed as the Data Base Administrator in August.)

Casuals

Simone Dolista
Liz Ramsay
Francine Pinnuck
Steven Kafkarisos
Richard Excell
M.A. Gunapala (Till May)
Diane Laracy
Rosemary Gall
Sally Arvindra
Francoise Stein
Manoleta Mora (From April)
Lyn Moore (Till April)

Val Dutton requested a reduction in hours (.4) and transferred from Student Reading to Periodicals. Jenny Escott relinquished her reference housekeeping tasks in return for Inter-Library Loans and Music Library duties (7 hours each).

With the resignation of Liz Bracher in October there was a reallocation of jobs within the Periodicals/A-V Section. Joan Worth assumed responsibility for services to the disabled. From 1985 Jenny Escott and Shannon Azzaro will be transferred to Periodicals/A-V.

With the transfer of Connie Kennett to Government Publications, there were some adjustments in Inter-Library Loans. Betty Brumby opted to work .8 time and Bet May became full-time again. 7 hours of assistance was provided by Rysa from March-May, and by Jenny Escott from June. The attendants picked up the materials, on a regular basis. Tricia Naish provided the guidance as librarian-in-charge.

Carmel Reynolds returned to Government Publications full-time, and Gayle Whyte became a full-time subject librarian for Sociology and Politics.
Neil Renison was appointed as the new Data Base Administrator in August. His position as Online Services Librarian was taken over by Jean Newby in October.
Janice Appleton was appointed as the new subject librarian for Economics.

The reference team is strengthened by the transfer of Anne MacCauley from Periodicals, and additional hours from Diane Sandford, from Student Reading, Jackie Bourne from Music Library, Helen Soemardjo (S.E.A. Officer), and Jean Golding and David Farrer, both from Cataloguing.

In the interest of administrative efficiency, instead of five student casuals, Loans opted for a temporary part-time staff member and appointed Juliana Chan (.8)

1.1 Staff Interchange

In an attempt to improve communication, increase job skills and more importantly, develop a cohesive team spirit, there has been a conscious effort to involve staff from other sections at the appropriate service points. For example, all reference librarians including the D. Cochrane librarian are rostered on the Government Publications Information Desk. We are building up a strong team of reference aides to complement the reference librarians. Similarly, staff from Periodicals have assisted at Loans and Student Reading in times of need.

Across departmental boundaries, there has been an increased exchange of staff, in particular with Cataloguing. Jean Golding and David Farrer help keep our reference roster going, in exchange for Gayle Whyte's time in Cataloguing. From October Gayle increased her hours in Cataloguing to two days per week in an attempt to clear a backlog of G.P. monographs.

Similarly, assistance provided by Audrey O'Brien (Cataloguing), Petal Kinder, Linda Emmett and Joan Davis (from Acquisitions) have been most useful.

We are grateful to the Heads of Departments concerned for their cooperation in this staff exchange. It has certainly proved to be very beneficial.

Mike Stavrou has undertaken to clean all microfiche readers in the HSS Library. From 1985, this task will be transferred to a casual employee as it will include microform readers and VDU's in all the departments throughout the library system.

1.2 Subject Librarians

As a result of staff changes, a reallocation of responsibilities among professional librarians was made:-

Janice Appleton
Economics
Economic History
Econometrics and Operations Research
Administrative Studies
Accounting and Finance
Japanese

Jeffrey Bender
Education
Other responsibilities: Online accounts
                       Ausinet housekeeping
                       Dialog housekeeping (till September)

Robin Lenan
English
French
German
Librarianship
Linguistics
Philosophy
Psychology (till September)
Slavic Languages
Spanish
Other responsibilities: Librarian in charge of reference collection

Tricia Naish
Geography
Visual Arts (till December)
History (from October)
Other responsibilities: Chief Reference Librarian
                       Inter-Library Loans

Vivien Nash
Anthropology
Social Work
Aboriginal Studies
Other responsibilities: Deputy HSS Librarian
                       Reader Education Co-ordinator
                       Student Reading
                       Lockers and Carrels

Jackie Osborne
Classical Studies
Music
Other responsibilities : Periodicals & A-V Librarian
                       Coordinator of Services to the Disabled.

Jean Newby
Visual Arts (from 1985)
Psychology (from October)
Other responsibilities : Online Information Services Librarian
(from October)
Dialog housekeeping (from October)

Carmel Reynolds
Statistics
Other responsibilities : Government Publications Librarian

Gayle Whyte
Politics
Sociology
Women's Studies

The Southeast Asian Officer, Helen Soemardjo will assist Chooi-Hon in liaising with Indonesian & Malay Department.

2.   COLLECTIONS

A lot of time and energy has been expended on the periodicals cancellation project. Fortunately, the amount of savings required has been reduced to $13,000 due to various circumstances. A periodicals review subcommittee was set up by the Main Library Users' Committee to scrutinise objections received from Departments to proposed cancellations of periodicals and to review requests for new titles. In terms of the 1984 budget, the increase in the percentage allocation for the Humanities and Social Sciences Library from 42.75% to 44.5% is very timely.

2.1 Acquisitions
The rate of acquisition of stock for the Humanities and Social Sciences Collection continues to decrease. The collection grew by only 30,153 volumes in 1984. Periodical titles were trimmed back by a further 37 titles.

YEAR	TOTAL VOLUMES				TOTAL INCREASE IN YEAR	PERIODICAL TITLES RECEIVED
	Monographs	Periodicals	Microforms	Total		
1982	523,580	99,137	124,800	747,517	33,233	7,103
1983	544,502	102,534	131,554	778,590	31,073	7,029
1984	563,495	106,157	139,091	808,743	30,153	6,992

Table 1. H. & S.S. Acquisitions, 1982-1984

2.2 Special Collections

The Special Collections have grown in size and have attracted more use, partly as a result of the publication issued in 1983 "Special Collections in the Main Library, Monash University".

	No. of items borrowed
Robin Boyd. Archives	22
Colonial Editions	4
Ethnic Collection	4 (photocopied not borrowed)
German Doctoral Theses	3
Govt. Pub. Pamphlets	38
Lindsay Shaw Collection	18
School Textbooks	2
Science Fiction	2
SEA Pamphlets	44
Total	137

Table 2. 1984 Special Collections Loans

2.3 S.E.A. Collection

With the purchase of a major microfilm collection of Dutch East India Company archives, the Batavias inkomend briefboek series from the VOC Overgecomen brieven en papieren, Monash will become the most important archival depository of the history of the Indonesian area in the seventeenth and eighteenth centuries, outside of the Netherlands.
Visiting staff members from LaTrobe University, Flinders University, and Griffith University have used our S.E.A. Collection extensively.

3. SERVICES

3.1 Reference

The reference roster has been rearranged to ensure that there is continuous service during library hours including the weekends.
The installation of a buzzer has provided some relief for staff during periods of unpredictable demand.

Statistics kept showed an increase in reference transactions.

1982	1983	1984
28,293	40,404	41,408

Table 3. H&SS. Total Reference Desk Enquiries, 1982-1984

3.2 Government Publications

From the first term, the Government Publications Information Desk is serviced from 9am-5pm, thus improving the accessibility of the collection. The roster comprised reference librarians, and government publications staff with assistance from other sections. A total of 3435 enquiries were recorded over March-October.

Two lists were compiled, 'Australian Parliamentary holdings and gazettes in the Monash Libraries', and 'A Guide to the British Sessional Papers'.

The collection is growing at a steady pace and lack of space remains a major problem.

3.3 Computerised Information Services

The most significant developments have been our subscription to several new online information services - World Reporter, ABN, Questel and Blaise. An active training programme is currently under way. The immediate task is to gain competence in searching the less frequently used systems. It is expected that the service will be promoted to teaching staff and research students in the near future. Ready reference continues to show an upward trend. Library use for verification, ILL and Acquisitions, has increased. Formal searches (102) are marginally less than 1983 although system usage has increased (66 hrs.).

	1983	1984
No. of Log-Ons	491	495
Connect Time	56 hrs.	66 Hrs.
No of searches	118	102

Table 4. H&SS. Online searches 1983-1984

3.4 Student Reading

Major improvements made to the Reserve collection service point include the new circulation counter, the buzzer to alert the workroom when additional help was required, and additional staffing during the March/April period. Vandalism of books and photocopies appear to be on the increase, and steps have been taken to combat this problem.

The reserve collection has increased in size this year-30,063 items. (1983 - 28,687 items). Reserve loans totalled 112,828 in 1984, handling 1086 transactions on the busiest day.

3.5 Periodicals/A-V

The purchase of 10 new machines appear to have paid off, as the number of cassettes mended dropped to 334, compared to 628 in 1983. In August, coin-in-the-slot machines were installed for microform reproduction.

	1983	1984
Enquiries		
Taped lectures loans	16,162	16,977
Tape lectures inquiries	4,998	5,952
Restricted Access	2,678	1,685
Periodical	5,081	5,442
Audio-Visual	1,710	2,054
Newspapers	1,155	1,079
Directional	1,936	1,633
Rare Books	465	555
Photocopy	2,155	2,258
Total	36,340	37,635

Table 5. H&SS. Enquiries at Periodicals/A-V Information Desk, 1983-1984

3.6 Services to the disabled have increased as a result of an increase in the number of disabled students. Services provided include: reading for the blind, photocopies, large print copying, liaison with staff and volunteers - a total of at least 20 hours staff time per week. As we do not have any advanced notice of the number of students or the nature of the assistance required, staff working in the area coped as best they could as the needs arose. This is not satisfactory for planning purposes in terms of allocation of staff to provide adequate services. There is a need to clarify the library's role in providing services to the disabled.

3.7 Loans

In an effort to avoid repetitive strain injuries (RSI) the Hargrave and Law Libraries have had the loans counters redesigned. This task was carried out by a committee set up by the University Librarian, comprising the Main Library Circulation Officer, the Safety Officer, and the O. & M. Office Administrator. Work on the Main Library loans counter will take place during the summer vacation.
The loans desk operated for 3,289.5 hours. During this period the system was unavailable for 4 hours 13 minutes (one hour due to SEC strike). The average down time was 10 minutes.
VAX 7 the main computer was unavailable on 21 occasions also for an average of 10 minutes.
The B6700 computer has given considerable trouble throughout 1984.
Apart from the many occasions when the computer was unavailable for general queries during the day, there were 15 days when edits were not available and 3 days when only part of the edit was received.

This created a further delay in the availability of information to the staff and borrowers, this is on top of the present 1-3 day delay due to our batch processing. Hopefully the installation of a new computer, B7800, for 1985 will alleviate some of the problems. Nevertheless, the requirement for a real online system is increasingly pressing.
Several problems also developed in the software during the year, some of these took a considerable amount of EDP time to rectify. But as always EDP staff have been most helpful in dealing with the strange queries that loans staff have presented them with throughout the year.

Loans

	1983	1984
Staff	80,272	77,111
Student	179.368	167,947
Short-term	117,063	114,070
Sub-total	376,703	359,128
Reserve issues	NA	119,437
Total transactions	376,703	478,565

Table 6. HSS Loans to Monash Borrowers 1983-1984

Late Fee/Recall Notices

25,466 notices were enveloped by the loans staff. Approximately 9,500 were also enveloped by an outside firm during the full account runs in August and November.

Extended Loans

1,420 books were given extensions (120 down on 1983).

Special Borrowers

920 special borrowers were enrolled in the Main Library.

Adjusted Loans - Dummied Returns

1,445 borrowers had 1,781 transactions adjusted.
542 borrowers had books reborrowed by another borrower.

Invoiced Books

149 lost or overdue books were invoiced to borrowers.

3.8 Inter-Library Loans

The decline in the demand for books and photocopies over the past few years has been reversed this year with an increase in the number of items requested and supplied to Monash staff and postgraduate students.

	1981	1982	1983	1984
Items wanted	2782	2248	2205	2807
Items obtained	2612	2461	2294	2595
Items lent ex-Monash	6294	5563	5762	5578

Table 7. HSS Inter-Library Loans 1981-1984

3.9 Rare Books

The Swift Collection was greatly enriched by the acquisition of forty-one, single leaf, weekly issues of The Examiner (nos. 11-51; Oct 5, 1710 - July 19, 1711); and 'A New and Correct Map of the whole World...1719)' drawn by the famous map-maker Hermon Moll. 30 back issues of the Cahiers d'art (1929-1960) were purchased, a big step towards completing an important periodical of modern art in our collection.
5 exhibitions were scheduled: -(1) Mary Gilmore: a tribute; (2) Books, libraries and readers in Colonial Australia (organised by the Graduate School of Librarianship); (3) Franz Kafka, 1883-1924 (a visiting pictorial exhibition from the Austrian government); (4) Diderot, books and society: an exhibition held in conjunction with the 4th Rude seminar on French History and Civilization (organised by Professor W.Kirsop); (5) Samuel Johnson, 18th September 1709- 13th December 1784: an exhibition to commemorate the bicentenary of his death.

Mrs. Elizabeth Durre presented 44 volumes belonging to her grandfather Sir John Monash and 39 photographs of General Monash and his family. Mr. T.G.Beggs donated his family's farm journals, etc. dating back to 1880.

3.10 READER EDUCATION

About 1,900 students were involved in reader education classes. This excludes voluntary orientation tours. In addition, several staff spoke to some first year lecture groups on library services.

	Number of Groups	Contact Hours	Number of Students
Orientation/voluntary	201	201	1,300
Orientation/special groups	24	19	168
Open Day Tours	4	3	36
Classes shared by Department and library	33	58	897+
First year - elementary	13	13	109
Second year - elementary	25	27.5	369
Third year - advanced	29	36	331
Honours and post-graduate	19	14.5	155
Outside groups	16	15	120 (approx.)
TOTAL	364	387	3,485

Table 8. Reader Education Statistics 1984

Orientation Programme

The 1984 orientation programme was highly successful.

. Over the 4 week period, 27th February-23rd March, a total of 201 tours were conducted - attended by approximately 1300 students.
. A package of leaflets was available to all library users.
. Two video programmes were run for the benefit of new library users.
. The general display 'Behind the scenes in the Main Library' attracted much interest.

Credit must be given to the untiring efforts of the reference librarians, as well as library staff in other departments who have helped to make the Orientation Programme possible.

Open Day About 20 people attended the online demonstration.
The library tours attracted about 36 people.

4. **MUSIC LIBRARY**

Security of the Music Library continues to be a problem. A list of missing miniature scores was compiled and some 220 scores are being replaced.
A listing of missing folio scores is now under preparation. It is apparent that there is a real need for a review of the Music Library operations, in particular the respective roles and responsibilities of the Main Library and the Music Department.

Approximately 290 enrolled music students were catered for during 1984. Late fees were introduced from April.
On Open Day a display of music notation and Music Department theses and publications was mounted and was very well received.

Gifts were received from Victoria College (26 monographs), Lady Lush (60 scores), and Professor Mitani from Sagami Women's University (3 books). The Japan Foundation donated a copy of Discography of Japanese Traditional Music - a valuable research source.

5. **D.COCHRANE LIBRARY**

There has been no progress made in the creation of a data file of the collection of working/discussion papers. A number of problems have developed and the whole project may require some rethinking. The librarian found his participation in the Government Publications Information Desk to be an useful experience.

6. **PUBLICATIONS**

Mainline, the HSS Newsletter was launched in October. The aim was to keep academic staff informed of library developments. The first issue focused on Student Reading Services whilst the November issue highlighted the role of the subject librarians.
Publications issued during the year:-

1. 'Special Collections in the Main Library'.
2. 'An Index to Chairpersons of Australian Government Reports 1970-1984'.
3. 'A Guide to Microform Research Collections in the Main Library, Monash University'.
4. 'Music Serials held in Monash University (working document)'.

A Publications Committee has been established to coordinate the publication of all items emanating from the HSS Library and to ensure the consistency of H.S.S. information contributed to other university publications.
A logo has also been adopted for HSS publications.

Other publications:

'Arthur and Emily: letters in wartime'. Edited by I.MacDonald and S.Radvansky. Melbourne: McPhee Gribble/Penguin, 1984.

7. STAFF DEVELOPMENT/PROFESSIONAL ACTIVITIES

7.1 Library School

We have a healthy professional relationship with the Graduate School of Librarianship. They have very generously offered to include our staff in their courses and seminars and we have extended our online workshops to their teaching staff. Jackie Osborne, Janice Appleton and Vivien Nash have participated in the courses offered this year. Carmel, Tricia and Chooi-Hon have conducted lectures for students of the Graduate School on three separate occasions.

7.2 Committees

Since the establishment of the Advanced Education Council Working Party on Information Retrieval Systems in Education in 1981, the H&SS Librarian has been a member of the Working Party, representing post-secondary libraries.

Staff have been active on the following committees:-
Reference Interest Group, UCLS Victorian Branch, LAGSA, ACOST, Ergonomics Committee, ABN Users' Group.

7.3 Seminars/Workshops

A series of communication skills workshops were organised in conjunction with HEARU. All H&SS staff were given the opportunity to participate.

Various staff attended the following:-
Art Librarianship Workshop
Ergonomics Seminar
RMIT/Technisearch Workshops
Social Sciences Data Archives Seminar.

Elaine Quain, Iris Carydias Carol Kempe and Virginia Hill have attended a course in the use of the wordprocessor.

7.4 Contributions to professional literature

C.H. Ho. Review of "User education in libraries" by N. Fjallbrant and I. Malley in Australian Academic Research Libraries June 1984.

Daria Fedewytsch. "Ukrainica in Victorian research libraries". Ukrainian Issues. v1. no.1, May, 1984 pp.5-9.

Maureen Mann. "Jonathan Swift's Australian connections: a report on work in progress". APSECS Eighteenth Century News No.22, Sept. 1984, pp. 5-9.

Maureen Mann "Printed sources for the Australian stage to 1980". in The Australian stage: a documentary history edited by Harold Love. Kensington, N.S.W., New South Wales University Press, 1984, pp. 325-354.

Vivien Nash. Review of "Library instruction and reference services" edited by B.Katz and R.Fraley in Australian Academic Research Libraries. Dec. 1984.

7.5 Papers presented at Conferences

Gayle Whyte, "Information vs Reader Education - Definitions, labels and practices for librarians". LAA Post Conference on Reference Librarianship, Brisbane, 1984.

C.H.Ho. 'Reference Statistics in Tertiary Institutions'. LAA Post Conference in Reference Librarianship, Brisbane, 1984.

8   CONCLUDING REMARKS

Space continues to be a pressing problem both for housing library materials and for staff. Although plans had been submitted to reallocate shelving and work areas, it was dependant on university funds. In mid-December we were informed that funds have been approved for 1985/86. Summer of '85 promises to be a busy time.

With the advent of new technology, particularly the necessity of workstations to house SESAME terminals, the work space in Student Reading has become highly unsatisfactory. While temporary measures have been taken to alleviate the problem, a long term solution has to be found in the near future.

It has also become apparent that the present circulation system needs to be upgraded. Although the batch-mode system has served us well in the Sixties, it is certainly inadequate for the Eighties. To keep faith with an increasingly sophisticated library clientele and our persevering staff, an online circulation system is badly needed, especially in view of the laborious Reserve operations.

Organisation and staffing matters have taken up much of my attention throughout the year. Efforts at streamlining communication channels and staff training have been well received. New staff have blended in well. On balance, 1984 has been a worthwhile and good year.

_C.H.Ho_

16.1.85.

# HARGRAVE LIBRARY ANNUAL REPORT FOR 1984.

1. **General**

A welcome change in 1984 was the availability of funds for the purchase of books. A great number of book recommendations were held over from the previous year, when lack of funds did not permit the ordering of books other than for teaching, and then only during the latter half of 1983. To avoid exceeding the 1984 Hargrave Book Budget, teaching and research interests of departments served by the Hargrave Library were carefully observed when ordering books for the collection.

The continuing lack of funds for new journal subscriptions has reached crisis proportions. Requests for new journal subscriptions, frequently claimed to be of interest to more than one academic department, had to be refused in the absence of current subscriptions that could have been cancelled to offset the expenditure on the new journal subscriptions. The widespread cancellation of journal subscriptions by the Hargrave Library in 1983 to the approximate value of $29,000, and a similar large scale cancellation of Hargrave subscriptions in 1979, depleted the journal collection to the point where it is no longer possible to nominate current subscriptions of marginal interest for cancellation in place of new subscriptions. It should be noted that the 1979 cancellation of Hargrave subscriptions to journals was aimed at restoring a more acceptable balance of expenditure between books and periodicals. The 1983 cancellation of journal subscriptions by the Hargrave Library was essential to avoid a significant budget deficit and to free funds for the ordering of a small number of new books. The problem will not be solved as long as the recurrent allocation for periodicals fails to take into account the need in science and engineering for an expensive and rapidly expanding periodicals literature showing steep inflationary increases.

2. **Stock**

In 1984, 4534 volumes were added to the collection, bringing the total number of volumes held by the Hargrave Library on the 31st of December 1984, to 142,743. Volumes added to the Hargrave collection consisted of 1,645 monographs, 2,866 periodicals and 23 microforms. The long term decline in the number of volumes added to the Hargrave Library is illustrated by the graph showing the annual growth of the Hargrave collection between 1972 and 1984.

THE ANNUAL GROWTH OF THE HARGRAVE LIBRARY COLLECTION
MEASURED BY NUMBER OF VOLUMES ADDED TO THE
COLLECTION BETWEEN 1972 - 1984.
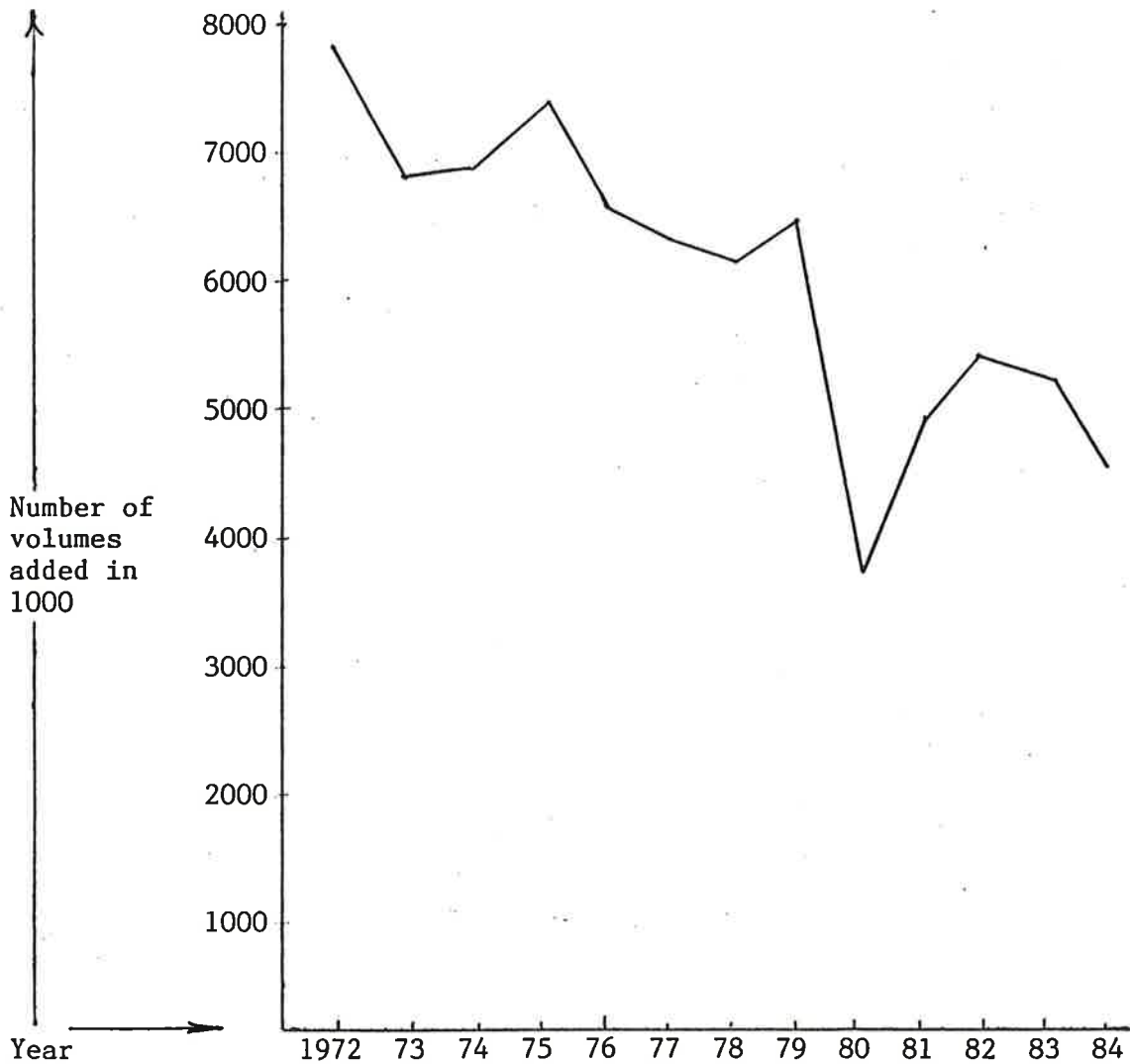
Year	No. of volumes added to the Hargrave Library	Year	No. of volumes added to the Hargrave Library
1984	4,534	1977	6,309
1983	5,144	1976	6,773
1982	5,345	1975	7,384
1981	4,931	1974	6,961
1980	3,882	1973	6,874
1979	6,429	1972	7,861
1978	6,288		

Stock

The number of subscriptions to periodicals has decreased again.
In addition to the 144 periodical subscriptions cancelled by the
Hargrave Library in 1983, a further nett loss of 9 journal titles
was recorded in 1984. In contrast to the large number of requests
received by the Hargrave Library for new journal subscriptions,
only two new subscriptions to periodicals were placed during
1984. Table 1 shows increases in the average price of periodicals
subscribed to by the Hargrave Library over the last four years.

TABLE 1

THE AVERAGE PRICE OF JOURNALS SUBSCRIBED TO BY THE HARGRAVE LIBRARY.

Year	H.L. Expenditure on Periodical Subscriptions	Average Price of Journals $\left[\dfrac{\text{Total Periodical Expend.}}{\text{No. of Periodical Subs.}}\right]$
1981	$279,236	$ 92.47
1982	$336,359	$120.50
1983	$367,150	$130.15
1984	$390,813	$138.98

The average price of journal subscriptions in 1983/84 would have
been considerably higher without the cancellation of 144
subscriptions to current periodicals in 1983, at an average price
of $212.52 per journal title. When feasible, subscriptions to
expensive journals were cancelled first.

3. **Services**

3.1 **Loans**

Statistics for internal and external lending are given for
1983 and 1984 for the purpose of comparison.

TABLE 2

INTERNAL LOANS

Year	Type of Loan				
	Staff	Student	Overnight	Reserve	Total
1983	32,551	52,236	39,665	11,548	136,000
1984	30,424	49,278	43,011	11,150	133,863

TABLE 3

INTER-LIBRARY LOANS

Year	Lending	Borrowing
1983	5,213	2,070
1984	5,709	2,107

The slight decrease in the number of staff and student loan transactions could be a reflection of the much reduced expenditure on new books in 1983. The ratio between inter-library lending and borrowing has remained approximately the same for some years.

3.2 Reference and Computerized Information Services.

The demand for general reader services was high throughout the year. The number of requests for searching computerized information databases was slightly less than in the preceding year. Academic and research students frequently complained about the lack of special funding for the use of computerized information services. The introduction of a fee-based information service to outsiders could be used to generate an income to subsidize computer searches carried out for staff and students of the University. A certain number of requests for computer searches are necessary to maintain the on-line skills of subject specialist reference librarians, their knowledge of different command languages and their familiarity with the variety of bibliographic, numeric and factual information databases. During 1984, the most frequently searched information databases by the Hargrave library staff were: CAS (Chemical Abstracts Service), COMPENDEX (Computerized Engineering Index), and INSPEC (Information Service in Physics, Electrotechnology and Control).

To provide access to professional reference and information services to the growing number of part-time Master of Engineering students, the information desk in the Hargrave Library was staffed for the first time in the evening on Thursdays between 6 p.m. and 10 p.m. during third term. Feedback from users suggests that an after hours reference service at least once a week is necessary to assist part-time students attending evening classes, who have to submit a minor thesis requiring extensive use of the literature.

3.3 Reader Education

All reference staff in the Hargrave Library were involved in reader education during 1984. Tutorials on the use of the library and information sources were given to first year students in Science and Engineering. Classes covering subject literatures and the relevant computerized information services were given to later year students in the framework of specific subjects. A video tape entitled "How to track down literature in the Hargrave Library" was produced by Hargrave reference staff with the assistance of HEARU. The video tape was designed for individual as well as class instruction.

3.4 Technical Services

Lack of funding has prevented the continuing systematic retrospective conversion of bibliographic records of the mathematics collection from manual to a machine readable format. Only a small number of bibliographic records were converted in 1984, mostly after hours, in the spare time of N. Le, the Hargrave Reference Librarian responsible for technical processing in the Hargrave Library.

4. Staff Matters

4.1 Staffing and Workload

Staffing for some years has been reduced to the level where it is no longer possible to cope with unexpected long term illness or any steep rise in the demand for services. The Senior Attendant reported that 1984 was the busiest year on record for shelving and photocopying. The usage of coin-operated machines rose again in 1984.

The Hargrave Loans Officer developed symptoms of repetition strain injury during a particularly busy period of the year. A break from using the equipment and the modification of the layout of the loans issuing station seems to have solved the problem.

4.2 Staff Development

Staff attended training classes and participated in seminars designed for professional development.

Dr. N. Le attended an ABN edit and input training course. Skills learned from the course could be used to assist the Cataloguing Department to reduce the cataloguing backlog, particularly of specialist publications. A more general, ABN enquiry class was attended by Ms L. Harding, Inter-Library Loans Officer and two reference librarians.

All Hargrave staff attended classes introducing SESAME, the Monash University Library Bibliographic Database. Eight Hargrave Library staff participated in the HEARU Workshop on public relations for Library and Bookshop staff. Mrs. B. Connors and Ms. C. Herman received training in the use of MUSE, the Monash University Word Processing Package.

Ms. M. Dormer attended a course given by the U.S. Chemical Abstracts Service on chemical structure searching in CAS (Chemical Abstracts Online). Mrs. C. Gruzewski attended a training course on searching ESA (European Space Agency) information databases and participated in the Map Circle's Annual Conference in Hobart.

Whenever workload permitted, opportunity for professional development and for staff training was taken to ensure the optimum use of shrinking staff resources.

M. V. Chiba,
<u>Hargrave Librarian</u>.

25.3.1985.

BIOMEDICAL LIBRARY

ANNUAL REPORT 1984

1. INTRODUCTION

All branch libraries in the Monash University Library system faced financial curtailment in 1984. This particularly affected the Biomedical Library when the proportion of the University Library's budget which the Biomedical Library had received for some years, was drastically reduced. Consequently, there was great need for restraint, particularly in monograph acquisition.

The year under review, therefore, was one of little growth to the collection, with continual appraisal of monograph orders and periodical holdings.

2. ADMINISTRATION

2.1 Staff

After a period of comparative stability, there have been several changes in senior staff during 1984. In August the officer-in-charge of the hospital sub-branch libraries, Mrs. J. Marshall, resigned, and in September the Deputy Biomedical Librarian, Miss S. Russell, also resigned to take up a hospital appointment. Both positions have been filled, but the new Deputy Biomedical Librarian has not yet commenced duty. During 1984 a senior reference librarian, Mrs. J. Evans, reduced her working week to .6, and we were fortunate to be able to appoint a very experienced librarian, Mrs. S. Liepa, to the remaining .4 of the position. In October Mrs. Evans went on maternity leave for twelve months, and her position has been filled by a temporary appointment. It is to the credit of the remaining reference staff that reference services have continued to be provided so effectively. Senior staff structure has been strengthened by the return to duty of Mr. W. Parks, who has now completed his full professional library qualifications.

During 1984, the library clerk at the hospital sub branches resigned for maternity reasons; also a typist on a fractional appointment resigned when her husband was posted overseas. These positions were quickly filled but some degree of dislocation of services inevitably results until new staff become familiar with library routines. This was particularly so in the hospital area, when two staff members left almost concurrently, and it was some weeks before replacement staff could be appointed.

In March, an attendant, Mr. A. Raynes, retired. It is anticipated that several more attendants will retire in the next two years as they reach retirement age.

2.2 University/Hospital Affiliation

There has been no progress in plans for library affiliation at Alfred Hospital. However, at Queen Victoria Medical Centre the concept has been well accepted and plans for the amalgamation of the libraries at the new hospital at Clayton are well advanced. All monograph holdings at the Monash Library at Queen Victoria have been placed on the computerized inventory which will be used as a basis for relocating stock. Preliminary discussion concerning journal holdings has also been held, and it is expected the affiliation will proceed smoothly in 1986.

/At ...

At the end of 1984 the medical and nursing libraries at Prince Henry's Hospital were amalgamated and moved to the Nurses' Home. This should result in economies in the use of staff, and stock.

3.   STOCK

3.1   Budget

The Biomedical Library commenced its 1984 operations with the expectation that it would receive a similiar proportion of the University Library budget as it had received in previous years. However, at meetings of the General Library Committee in May, the proportion of the budget the Biomedical Library received was cut drastically. This decision was made whilst the Chairman of the Biomedical Library Advisory Committee was on a lecture assignment in China.

The total budget for 1984 was $351,000, of which $295,000 was earmarked for journal subscriptions. This meant that only $56,000 was available for monographs, and most of this amount was already committed when the budget figures were finally distributed. As a consequence, although as many unfulfilled orders as possible were cancelled, the budget figure was exceeded.

3.2   Monographs

A donation from the Monash Medical Mothers' Auxiliary of $1,000 was used for text books for student use. Considerably fewer monographs have been acquired as compared to previous years, as only the most urgent titles have been purchased. A stocktake of monographs will be undertaken over the 1984/85 vacation.

3.3   Periodicals

During the long vacation 1983/84, all periodicals housed in the third floor stacks were badged, and are now available for overnight loan through the on-line circulation system.

The periodical collection has been constantly reassessed during the year, and several titles have already been cancelled, or recommended for cancellation with effect during 1985.

As so few new subscriptions have been placed in recent years, the deficiencies in the journal collection are now very apparent. The situation is exacerbated as most academic libraries in Australia also lack funds to purchase the many excellent journal titles now being published. Requests for papers from these journals can only be filled by using overseas libraries, which is costly and time consuming.

4. LOANS

Loans appear to have fallen in 1984, but the fall in all categories is slight.

Biomedical Library Totals	1983	1984
Student loans	45,495	43,124
Short term loans	22,937	21,139
Staff loans	25,184	25,393
Loans to outside libraries	11,299	10,751
Internal/Reserve loans	15,874	15,780
	120,789	116,187

Break up of loans is as follows:-

Campus

	1983	1984
Student loans	39,750	37,334
Short term loans	19,315	18,099
Staff loans	11,787	11,184
Loans to outside libraries	7,695	6,895
Internal/Reserve loans	14,007	14,110
	92,554	87,622

Alfred Hospital Sub-Branch

	1983	1984
Student loans	3,674	3,843
Short term loans	3,408	2,837
Staff loans	10,958	10,650
Loans to outside libraries	3,276	3,393
Internal Reserve loans	1,841	1,586
	23,157	22,309

Queen Victoria Medical Centre Sub-Branch

	1983	1984
Student loans	2,071	1,947
Short term loans	214	203
Staff loans	2,439	3,559
Loans to outside libraries	328	463
Internal/Reserve loans	26	84
	5,078	6,256

Inter-Library Loan Borrowings

	1983	1984
Biomedical Library (Campus)	1,649	1,787
Biomedical Library (Alfred Hospital)	535	997
Biomedical Library (Queen Victoria` Medical Centre)	447	484
	2,631	3,268

In addition 4108 items were lent between the Campus and its sub-branches.

The decrease in student and short term loans at the Main Campus may be partly attributed to the reduction in the 1st year quota for Medicine. Staff loans have remained constant except for the Queen Victoria Medical Centre, where there has been a steep rise in items borrowed, without any apparent reason. Loans to other libraries also fell slightly at the Main Campus, but increased at the sub-branches. The increase in inter-library loans from other libraries may reflect changes in research interests, for which we do not have adequate journal coverage with the constraints on placing new journal subscriptions. Students continue to make very heavy use of the photo-copying machines throughout the year.

5.   ACCOMMODATION

As in most academic libraries now, there appears to be ample
seating for student needs, and the only period when most seats in the
library are occupied is in the few weeks prior to annual examinations.
However, as the collection continues to grow, even if at a slower pace,
it places severe strain on the available stack accommodation.   It is
estimated that there is space on the periodical floors for approximately
five years' growth only.   A possible solution is for a cooperative
storage facility for older material to be established, either on or off
campus.   During the year ACPAD (Australian Centre for Publications
Acquired for Development) took several duplicate runs of journals held
in the stacks as donations to academic libraries in developing countries.
As well as providing a worthwhile service, this also helped to relieve
the Biomedical Library's storage problems.

6.   REFERENCE AND COMPUTERIZED INFORMATION SERVICE

6.1   Reference

This service is considered by library staff to be one of the
most worthwhile areas of library practice, as it can be used to aid in
reader education, especially to first year students.

Enquiries 1984

Desk: Directional : 1094 : Reference : 3,525	4,619
Phone: Directional : 51 : Reference : 552	603
	5,222

While Reference Desk figures remain constant, phone enquiries
have almost doubled.   Many of these queries are from smaller libraries,
whose bibliographic resources are limited, but also many requests are
received from outside patrons, who find resources at public libraries
inadequate.   In addition the library received approximately ten
written requests for information, often from people living outside the
metropolitan area.   Towards the end of 1984, due to staff shortages,
it was not possible to man the reference desk at all times, but a
service was always maintained between 11 a.m. and 3 p.m., the period
of greatest demand.

6.2   Computerized Information Service

Although the number of individual search requests fell, it was
less than expected against 1983, when the National Library of Australia
offered two months' free searching on the BIOSIS data base.   During 1984
the Biomedical Library commenced accessing DIMDI (Deutsches Institut für
Medizinische Dokumentation und Information) Köln, which is considerably
cheaper than other commercial data base suppliers.   As the National
Library of Australia no longer mounts BIOSIS, searches on this data base
must be made overseas, at considerably higher cost.   Honours students
in particular find it virtually impossible to search on data bases other
than MEDLINE, unless subsidised by a University Department.

On line statistics:

	1983	1984
Individual searches requested	253	227

Searches entered (this includes multiple use of data bases for a single search request, and demonstrations for staff and students).

National Library of Australia

MEDLINE	341	341

Other Systems

ESA	4	
DIMDI	7	
DIALOG	87	
AUSINET	8	
	106	106
		447

The use of data bases for bibliographic verification and answering short reference queries is becoming more common, and a total of 479 enquiries were made in 1984, of which two thirds were on the NLA data bases. It is proving an efficient procedure in obtaining information quickly.

Monash Library became a full member of ABN (Australian Bibliographic Network) in 1984. The data base is used for bibliographic checking and inter-library loan locations. In 1984 it was accessed on 551 occasions, as against 28 in 1983.

The monthly up date service (SDI) has continued to be very popular, with 169 profiles currently run. This included 75 new or amended profiles, which involved the reference staff in much commitment of time, especially in the despatch of print out.

A SESAME terminal was installed in the Biomedical Library late in 1984, and is already in constant use for verification and status of material on order. The Biomedical Library now has a word processor, and typing staff have been trained in its use. This should be an invaluable addition to the library when staff are more familiar with its capabilities.

7.   READER EDUCATION

This continues to be a very important component of the duties of Reference Staff, especially in the first half of the academic year. Introductory tutorials were presented to all first year students, and in addition 45 tutorials in the use of bibliographic tools were given to second and third year medical and biological science students. This is a slight fall from previous years, but reflects lower student numbers in the Medical and Science Faculties.

The Biomedical Library continued to give demonstrations on information retrieval from data bases (principally MEDLINE) for fifth year medical students, and honours and postgraduate students.

8.   PROFESSIONAL ACTIVITIES

The Biomedical Librarian served as a member of the
Consultative Committee to the Regional Medical Library Service
of the Health Commission of Victoria; Prince Henry's Hospital
Medical Library Committee; the Editorial Committee of
"Australian Health Review"; and as elected senior staff member
to Monash University's Library Staff Committee.

BIOMEDICAL LIBRARIAN
17TH JANUARY , 1985.

Budget

With the library's recurrent budget being supplemented by a grant of
some $22,000 from the Victoria Law Foundation for monographs and
serial backsets, and by the Law Faculty's continued contribution to
subscriptions to nominated journals, it was possible to meet the
day-to-day demands of users, and to continue the gradual development
of the research collections.

Accommodation

Hopes for an easing of the accommodation problem have not been
fulfilled. A small amount of shelving was added during the year, but
the miniscule staff tea-room now houses a computer terminal, a
printer, and the library"s microform readers.

Mutilation of Books

In common with most libraries, the law library has had its share of
book vandals among its users, and their depredations have increased
markedly over the past two or three years. This year, for the first
time, law library staff caught one of these offenders in the act,
and with a substantial number of pages ripped from library volumes,
in her possession. The penalties inflicted bear no relationship to
the gravity of this criminal action, to its cost to the university
in terms of materials that have to be replaced, and the staff time
involved, or to the inconvenience it caused to other library users.
Furthermore, the morale of the library staff, particularly those
directly involved with the case, has been affected. There is an
urgent need for the disciplinary powers of senior library staff to
be extended, so that such behaviour and its devastating effects can
be minimized.

National Survey of Law Libraries in Australia

The survey was supervised by the law librarian, and the surveyor's
report and recommendations were published early in the year. 250
copies have been sold to date. The major recommendations based on
the surveyor's findings emphasize the need for the orderly develop-
ment in Australia of law library collections, and the central role
that an adequately staffed National Library should play in such a
development.

Reader Education and Reference Services

Formal classes in legal research techniques and materials were given
to first year students, students preparing briefs for the Moot
Court, final year honours students, and those undertaking post-
graduate work.
The deputy law librarian compiled a ten year index to the Monash
University Law Review.

CLIRS

Negotiations were completed for inclusion in CLIRS, the computerised
Australian legal information retrieval system, of the Index to
statute and case notes, compiled by the library since 1968. The data
base will be updated at weekly intervals.
It was announced late in the year that the Faculty of Law had been

selected as a performance test site within the CLIRS Pilot Study, and law library staff will participate in this project.

Monash University Law Alumni

The recent formation of the Monash University Law Alumni has already borne fruit for the library. A total of $2285 was donated by the Alumni for the purchase of extra copies of books in the reserve collection.

Law Librarians' Congress

The Victoria Law Foundation funded the law librarian's attendance at the 25th Congress of the International Association of Law Libraries, held at Freiburg, West Germany, in July. About 150 delegates from 20 countries participated. The theme of the Congress was "Courts, Libraries and Legal Information in a Changing Society".

(E.J. Glasson)
Law Librarian

DATABASE ADMINISTRATOR

Annual Report for 1984

The Database Administrator was not appointed until August and continued part-time as a reference librarian until October. For this reason the report in fact covers only September to December 1984.

SESAME. SESAME is Monash University Library's own online information retrieval system. It is being developed by the library and run by the library on one of the University's computers to provide access to the library's records via a computer terminal. By searching the records 'online' (i.e. interactively with an information retrieval package) people using SESAME can very simply and conveniently obtain up-to-date information about the collection, tailored largely by themselves to their own particular needs. Library staff seems to be having few difficulties using SESAME in its present form; nevertheless work continues on the presentation of SESAME so that we can soon expect any layperson to be able to use it effectively with no instruction and no previous experience with computer equipment.

SESAME Database. By December this had grown to a file of 85,000 order records. About 75,000 of these are old order records derived from the now defunct Burroughs based order system. The remainder are new order records created for SESAME by the Monash-in-Process system. The significance of this is that since October 29th library staff have had online access to all order records. These records may still be consulted by authors' name or order number as was the case with the previous 'Current Order File' on microfiche, but SESAME offers access by many other paths, such as title, series, joint authors and so on which have never been provided before. In addition, SESAME makes available powerful computer based search techniques (such as the combination of search terms with logical operators) which will allow users to find records even when they may have incorrect or incomplete information about the material sought and will make it possible to make much more exhaustive searches of the library's records than has ever been feasible before.

Training. All library staff have been given the opportunity to attend a 2 hour introduction to SESAME. Most have taken advantage of this and attended one of the 18 sessions held in the various departments and branches. These sessions have given staff on overall understanding of SESAME, what it means to the library, how it can assist them in their work, how it will develop and so on. The introduction also included some basic training, but the fundamental principle here was simply to encourage staff to sit down at a terminal and give SESAME a try and thus gain confidence and learn from experience. I hope that this introduction has helped to create a positive outlook and sense of involvement with SESAME for all library staff.

Help Facility.   Some assistance is now available on SESAME in the form of 'help messages'.   For example, by typing 'HELP DISPLAY', assistance is given with displaying records on the screen.   More messages will be added now that SESAME has settled down a little.   Valuable information has been gleaned from our first few months operation and where possible aspects of SESAME causing difficulty have been modified and simplified rather than resorting to increasingly complex instructions and additional help messages. For this reason help messages have been kept simple and concise.

Priorities.   My current priorities are compilation of a Users Manual, enlargement of the help facility and assisting the Acquisitions System Specification Group, Online Catalogue Specification Group and the EDP section with further specification and development of SESAME.   If the library is to be ready at the beginning of 1986 to provide access for the public to our catalogue and order records via SESAME, most of the features we require will have to be implemented by mid 1985.   We need to have ample opportunity for testing and trouble shooting, but more importantly we need time for staff to become familiar with the "public" version of SESAME so that they can confidently assist public users.   We also need to be sure that operation of SESAME is reasonably stable before we print large quantities of user guides, manuals etc.

SESAME Usage.   There are now 27 terminals registered to use SESAME including 7 colour terminals specifically purchased for SESAME.
Specification of statistics gathering for monitoring and evaluating SESAME is in progress and a provisional transaction log will be implemented in the New Year.

Neil Renison
DATABASE ADMINISTRATOR

18th December, 1984.

LIBRARY STATISTICS — '1984

A. STOCK AT DECEMBER 31, 1984

LIBRARY	TOTAL VOLUMES				
	Monographs	Periodicals	(Monographs + Periodicals) SUB-TOTAL	Microforms	TOTAL
H. S. S. (Main)	563,495	106,157	669,652	139,091	808,743
Deposit Collection	22,915 *	— *	22,915	—	22,915
Hargrave	68,418	71,281	139,699	3,044	142,743
Biomedical (On campus)	44,930	55,018	99,948	1,062	101,010
" (Alfred Hosp.)	8,918	20,332	29,250	—	29,250
" (Queen Vic. Hosp.)	2,994	4,151	7,145	—	7,145
Law	35,575	63,637	99,212	1,390	100,602
TOTAL	747,245	320,576	1,067,821	144,587	1,212,408

* NOTE: In the Deposit Collection, 321 Volumes transferred from Periodicals to Monographs.

B. 1 ACQUISITIONS

	Monographs	Periodicals	Newspapers	Bound Volumes SUB-TOTAL	Microforms	TOTAL VOLUMES
Purchase	23,076	3,353	—	26,429	7,690	34,119
Donation / Exchange	5,394	—	—	5,394	—	5,394
Binding	—	7,734	99	7,833	—	7,833
Transfers	277	(-) 277	—	—	—	—
SUB-TOTAL	28,747	10,810	99	39,656	7,690	47,346
Less Withdrawals	380	—	—	380	—	380
TOTAL NETT INTAKE	28,367	10,810	99	39,276	7,690	46,966

2 DISTRIBUTION OF STOCK CATALOGUED

LIBRARY	Monographs	Periodicals	Newspapers	Bound Volumes SUB-TOTAL	Microforms	TOTAL VOLUMES
H. S. S. (Main)	18,993	3,524	99	22,616	7,537	30,153
Deposit Collection	3,103	(-) 321	—	2,782	—	2,782
Hargrave	1,645	2,866	—	4,511	23	4,534
Biomedical (On campus)	2,338	1,804	—	4,142	94	4,236
" (Alfred Hosp.)	284	379	—	663	—	663
" (Queen Vic. Hosp.)	240	93	—	333	—	333
Law	1,764	2,465	—	4,229	36	4,265
TOTAL	28,367	10,810	99	39,276	7,690	46,966

C. PERIODICALS

1. TITLES RECEIVED

LIBRARY	by Single Subscript.	by Addtl. Subscript.	TOTAL (all Subscript.)
H. S. S. (Main) Library	6,982	10	6,992
Hargrave	2,765	47	2,812
Biomedical (On campus)	1,729	-	1,729
" (Alfred Hosp.)	479	1	480
" (Queen Vic. Hosp.)	120	3	123
Law	1,890	52	1,942
T O T A L	13,965	113	14,078

2. NEW TITLES RECEIVED AT

	Purchase	Donation	Exchange	SUB-TOTAL	Less Closed	TOTAL NETT LOSS / GAIN
H. S. S. (Main) Library	58	59	11	128	165	(-) 37
Hargrave	26	36	-	62	71	(-) 9
Biomedical (On campus)	8	3	-	11	53	(-) 42
" (Alfred Hosp.)	5	-	-	5	-	5
" (Queen Vic. Hosp.)	4	-	-	4	-	4
Law	55	32	5	92	32	60
T O T A L	156	130	16	302	321	(-) 19

D. CATALOGUING

ADDED TO STOCK	TITLES			VOLUMES			
	Catalog. Dept.	Rare Books Room	TOTAL	Catalog. Dept.	Rare Books Room	Deposit Collect.	TOTAL
MONOGRAPHS New Titles	22,153	230	22,383	22,153	230	3,103	25,486
Added Volumes/Copies	-	-	-	3,257	4	-	3,261
TOTAL MONOGRAPHS	22,153	230	22,383	25,410	234	3,103	28,747
PERIODICALS New Titles	300	-	300	-	-	-	-
TOTAL PERIODICALS	300	-	300	-	-	-	-
MICROFORMS New Titles	446	-	446	446	-	-	446
Added Volumes/Copies	-	-	-	7,244	-	-	7,244
TOTAL MICROFORMS	446	-	446	7,690	-	-	7,690
TOTAL OF MONOGRAPHS, PERIODICALS & MICROFORMS	22,899	230	23,129	33,100	234	3,103	36,437

Departmental Books Catalogued	423
Stencils Typed	3,805
Cards Run	9,398

LIBRARY STATISTICS - 1984

E. 1. LOANS

LIBRARY	Staff	Student	Short term	Inter-loan	SUB-TOTAL	Reserve Issues	TOTAL TRANSACTIONS
H. S. S. (Main)	77,111	167,947	114,070	5,578	364,706	119,437	484,143
Hargrave	30,424	49,278	43,011	5,709	128,422	11,150	139,572
Biomedical (On campus)	11,184	37,334	18,099	6,895	73,512	14,110	87,622
" (Alfred Hosp.)	10,650	3,843	2,837	3,693*	21,023	1,586	22,609
" (Queen Vic. Hosp.)	3,559	1,947	203	463	6,172	84	6,256
Law	4,321	17,277	10,128	1,133	32,859	40,507	73,366
TOTAL	137,249	277,626	188,348	23,471	626,694	186,874	813,568

2. INTER-LOANS

LIBRARY	Requests	Borrowings	From Monash Branches
H. S. S. (Main)	2,807	2,595	-
Hargrave	2,107	2,107	-
Biomedical (On campus)	2,160	1,787	1,587
" (Alfred Hosp.)	892*	697*	896
" (Queen Vic. Hosp.)	668	484	1,625
Law	379	264	-
TOTAL	9,013	7,934	4,108

*NOTE: These are corrected figures supplied by the Biomedical Library after the compilation of these Annual Statistics.

F. LIBRARY SEATING

LIBRARY	Number of Seats
H. S. S. (Main)	2,026
Hargrave	658
Biomedical (On campus)	317
" (Alfred Hosp.)	30
" (Queen Vic. Hosp.)	15
Law	552
TOTAL	3,598

C. AUDIO-VISUAL MATERIALS

1. NEW TITLES ADDED THIS YEAR

	H.S.S. (Main) Library	Hargrave Library	Biomedical Library			Law	TOTAL
			On campus	Alfred (Hosp.)	Queen Vic. (Hosp.)		
Phonotapes	4	-	2	-	-	2	8
Videotapes	14	-	7	-	-	-	21
Phono Records	1	-	-	-	-	-	1
Motion Films (16 mm)	14	-	-	-	-	-	14
Motion Films (8 mm)	-	-	-	-	-	-	-
Slides	-	1	-	-	-	-	1
Film Strips	-	-	-	-	-	-	-
Overhead Transparencies	-	-	-	-	-	-	-
Film Loops	-	-	-	-	-	-	-
Audio-Visual Kits	3	-	3	-	12	-	18
Graphic Material	-	-	-	-	-	-	-
Individual Sheet Maps	-	-	-	-	-	-	-
Series Maps	1	-	-	-	-	-	1
Other Material	-	-	-	-	-	-	-
TOTAL	37	1	12	-	12	2	64

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	16	-	2	-	-	4	22
Videotapes	14	-	7	-	-	-	21
Phono Records	27	-	-	-	-	-	27
Motion Films (16 mm)	28	-	-	-	-	-	28
Motion Films (8 mm)	-	-	-	-	-	-	-
Slides	-	1	-	-	-	-	1
Film Strips	-	-	-	-	-	-	-
Overhead Transparencies	-	-	-	-	-	-	-
Film Loops	-	-	-	-	-	-	-
Audio-Visual Kits	2	-	3	-	14	-	19
Graphic Material	-	-	-	-	-	-	-
Individual Sheet Maps	-	-	-	-	-	-	-
Series Maps	47	-	-	-	-	-	47
Other Material	-	-	-	-	-	-	-
TOTAL	134	1	12	-	14	4	165

3. NUMBER OF CATALOGUED ITEMS IN STOCK AT DEC. 31, 19

	H.S.S. (Main) Library	Hargrave Library	Biomedical Library			Law	TOTAL
			On campus	Alfred (Hosp.)	Queen Vic. (Hosp.)		
Phonotapes	87	11	26	4	-	9	137
Videotapes	42	12	112	-	-	-	166
Phono Records	90	-	6	1	7	1	105
Motion Films (16 mm)	551	-	-	-	-	8	559
Motion Films (8 mm)	41	-	-	-	-	-	41
Slides	24	1	62	-	4	-	91
Film Strips	4	-	-	-	-	-	4
Overhead Transparencies	-	-	-	-	-	-	-
Film Loops	-	-	-	-	-	-	-
Audio-Visual Kits	174	18	87	2	47	2	330
Graphic Material	-	4	-	-	-	-	4
Individual Sheet Maps	16	123	-	-	-	-	139
Series Maps	47	-	-	-	-	-	47
Other Material	3	-	-	-	-	-	3
TOTAL	1,079	169	293	7	58	20	1,626