MONASH UNIVERSITY LIBRARY ANNUAL REPORTS 1987

7. correcting any system deficiencies revealed during a warranty period.

The University will be responsible for the installation of all data cabling, power supplies and terminals. Tenders should provide all information needed to create the appropriate environment for computer equipment including terminal devices e.g. power consumption, number of outlets, operating temperature range, type of cable connectors for power and data.

Tenders should state clearly the assumptions made in relation to the work which the staff of the Library will be required to carry out in order successfully to complete the project. Work which can be optionally undertaken by the Library or the contractor should be identified along with the cost and time involved.

Itemized prices are sought so that the University can consider accepting responsibility for some aspects of the project where it is clearly better for it to do so.

1.4 Goals for the New System

The Library seeks to install a new computer based library system to provide for more effective and more efficient operation and management of the Library in the future.

In particular, the system installed should improve:

staff access to information about the University's resources of books and related

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...erial acquisitions;

...enditure, and financial control of the

...pment and software that is ageing and no

...n of an effective online public catalogue, th...
...ovision of information on books and journa...

...cially a move to online rather than batch ...
An extension of the holds (reservations) ser...
...n, and more timely information about the ...

...s and journals coming into the Library st...
...n about titles requested and ordered; as w
...s, claiming outstanding items, recording bi...

8.
of items .
Collection developm...
assisted by the timely pro...
facilities for checking receipt, check...
monitoring vendor performance.

Provision of up-to-date and more readily accessible information on the Library's fina...
tions will assist the Library to allocate funds, purchase advantageously, control com...
expenditure and use its staff resources effectively.

Finally, the introduction of a new integrated automated library system should provide...
facilities for their work which are at least comparable to those enjoyed elsewhere i...
and assist them to do their jobs. Teaching staff, researchers and students should...
from an improvement in access to information about the Library and its resource...

LIBRARY

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

After the stresses, both administrative and financial, of 1986, the year felt comparatively relaxed.   With the Australian dollar clearly set to remain at its new low value, there was no doubt that a considerable cut in intake had to be made, and especially in the intake of periodicals, whose constantly rising costs were threatening to eat up the whole budget.   When the extent of the necessary cuts became clear (about a thousand titles, of the 9000 to which we subscribed) there was a concerted cry of anguish from the teaching and research staff;   there is no doubt that many will be severely disadvantaged.   It was sad for the Library, too, to see some subject collections which certainly had been the best in Australia being reduced to mediocrity.   The process has, of course, been going on for some time.   One indicator is the direction of flow of inter-library loans: from 1981 our loans to other institutions have been falling;   since 1978 our dependence on other institutions has increased.   We are still nett lenders: loans in 1987 were 20,457, borrowings 9704.

In fact the outcome on Periodical costs was considerably better than expected; but there is still no doubt that the exercise was necessary to maintain a balanced and stable collection programme - if current cost trends continue or stabilise, we may even be able to consider new subscriptions without further cancellations, at least for a time.

The Monash Library is far from being the only one required to cancel subscriptions, and steps are being taken to reduce the impact.   The Victorian Branch of AACOBS is working towards a combined list of proposed or actual cancellations, particularly to prevent the accidental loss of the last subscriptions in the region to important titles.   The Library itself has taken the initiative in forming with the adjacent CSIRO libraries and the libraries of Telecom and BHP a consortium (called SESTICON) for mutual support and development.   It is hoped that access for all research workers in the area will be improved by it.

Though of great potential, the SESTICON move is at present only a small plus in a generally negative situation.   There was one major positive move, resulting directly from the McDonell Report.   A Library Automation Committee was set up at the beginning of the year, under the chairmanship of Professor Max King, to assess and make recommendations on the Library's requirements.   The Committee, which included representatives of the Computer Centre and Administration Data Processing produced an excellent report, finding that continuing local development of computer support was no longer cost effective and recommending that the University should immediately proceed to purchase a new computer system for the Library, to be funded from Computer Centre and Library equipment funds.   The recommendations were accepted, specifications were drawn up and tenders had been called by the end of the year.   The Library owes a debt of gratitude to the members of the Committee and the many staff members also involved, for the enormous amount of time they gave to the project.

For the staff in general it was an exceedingly heavy year. The periodical cancellation exercise required a heavy staff commitment, loans were higher than the previous year in all areas (578,463 as against 562,579), and book ordering was much higher, as an attempt was made to catch up on items missed during the restrictions of the previous year. Since our on-approval plan had been suspended, item-by-item ordering was necessary, a very labour-intensive exercise; the selection operation itself was for most of the year the half-time job of the Data Base Administrator. Books catalogued during the year amounted to 30,059 (as against 29,618 in 1986) and a considerable rush of new books, arising from the catch-up operation, arrived in the last few days of the year. Total stock at the end of the year was 1,332,016 volumes.

Acquisitions of note included a further donation by Mr L.N. Shaw of some 760 Australian children's books, to add to his already wonderful collection; a further instalment of the Paul Hirsch collection, of German & Austrian literature (a gift of Mr. F. Pam); a Polish collection from Ms. J. Krol (a Law Library staff member) and another from the Polish government; a substantial Italian collection from the Italian Cultural Institute; and a Byelorussian collection from the Byelorussian Central Committee. A delightful Monash item was "The Buffalo Buster": two issues of a "newspaper" written and illustrated in 1907-8 by a group of friends, including Sir John, who regularly camped at Mount Buffalo.

The gift was from Miss M. Johnson, daughter of one of the group. To these people, to the members of Friends of the Library, and to all our other donors during the year (we received over 6700 volumes as gifts, and cash donations exceeding $48,000) we must express our deep gratitude.

The most exciting acquisition of the year was a copy of Jonathan Swift's A modest proposal for preventing the children of poor people from being a burden to their parents or the country, the major gap in our collection of Swift's own works, and an item rarely seen in antiquarian or auction catalogues. The purchase was made possible by a special grant from the Vice-Chancellor.

It was gratifying to read in the report of a CTEC Review Committee on law schools that (in addition to other complimentary remarks) "no weaknesses or deficiencies showed up by comparison with the other law libraries". Staff from the Law Library provided bibliographic information to CLIRS, Freedom of Information Review and Company and Securities Law Journal, and almost completed a computer assisted learning package on Australian Digest.

In the Biomedical Library too, CAL packages, produced in the Department of Anatomy, are proving their popularity and usefulness. The Biomedical Librarian was much involved during the year with the Librarian of the New Monash Medical Centre as the Queen Victoria Medical Centre was incorporated in it and moved to Clayton. Amalgamation of our branch at the QV with the Medical Centre's own library had begun during the previous year so the move, while complex, was manageable.

The Deputy Law Librarian, Mrs. Lee Poh York, relinquished her position for personal reasons after fifteen years, but to our pleasure, remains on the staff. She is replaced by Ms. Rosemary Bunnage. The greatest loss of the year, however was that of Mr. Doug May, who retired after twenty four years on the staff, fifteen as Deputy University Librarian, after serving as Hargrave Librarian, then as Librarian of the Humanities and Social Sciences Library. We shall miss his friendship, his instinct for service and his sheer professionalism.

MONASH UNIVERSITY LIBRARY

ACQUISITIONS DEPARTMENT

ANNUAL REPORT FOR THE YEAR 1987

1. General Comments

As the statistics in the next section will substantiate, 1987 represents a significant turnaround in ordering activity.

All staff members were extremely busy throughout the year as the library recommenced ordering, initially catching up with deferred 1986 orders but also keeping pace with new 1987 publications.

Staff resources were even further stretched through the secondment of one staff member for most of the year to the Cataloguing Department, and through extensive absence of another staff member due to illness.

Other major development were the installation of a microcomputer, and participation of several staff in the Library Automation Committee's deliberations concerning a new integrated library system.

2. Activities

Ordering activity increased to a level relatively close to that of 1984, the ratio of purchased items to gifts declining from 4:1 to 5:1.

The total number of monographic items processed rose to 30,350 (1986: 23,422), an increase of 23%.

It should be noted that, with the suspension of the library's approval plans late in 1985 the labour component for placing firm as opposed to approval orders increased appreciably. Add to this the growth of ordering and the reduced number of available staff and it becomes apparent that the performance of the department reached a very high level.

While the suspension of the approval plans in the long run made little impact on the availability in the library of English-language publications, it very significantly reduced the receipt of publications from France, Spain/Portugal, the USSR and Eastern Europe, where approval plans previously were a life-line for newly published academic books.

It is appropriate, I think, that this regrettable development should be reviewed at an early stage.

There was a continuing low level of ordering for the Hargrave and
Biomedical Libraries though, late in the year, the former made a
dramatic recovery.

Orders placed for academic departments also declined significantly, to
58 (1986: 228).

The number of new standing orders declined to 88 (1986: 100) but
the number of items received rose slightly, to 3948 (1986: 3839).

As the result of a successful standing orders claims run 405
orders were cancelled because of cessation. A further 124 orders
were cancelled as part of an economy review, and 108 orders were
completed, bringing the cancelled total to 637 standing orders.

For periodicals, 259 new titles were ordered (1986: 135) but a total
of 938 were cancelled for economic reasons.

The previous report mentioned hopes for an early re-establishment of
an automatic claims system; this was realized and a larger number of
overdue orders were claimed, or after review, cancelled.

Other activities included the training of seven staff in various
applications of the new microcomputer and the in-house development
of word processing applications for the Gifts and Exchange Unit
and administrative area of the department.

The department continued its long association with the Monash Parents'
Group by donating surplus books in aid of its annual 'Paddy's Market'.
Other surplus material was sent, or assistance was given, for the
dispatch from other university agencies, to Papua New Guinea, Indonesia
and the Philippines through ACPAD, an agency of the AVCC.

The sale of library publications proceeded. The total number of sales
was 171.

As usual the department welcomed a number of visitors. Most of these
were representatives from local and overseas suppliers. Other visitors
were two representatives of the National Library of Beijing.

Several librarianship students from RMIT visited the department on
field work assignments, and one student spent one week on work experience
in the department.

Gifts and Exchange

A total of 6,707 gifts from all sources were received (1986: 9,252)
of which 5,107 (1986: 7,634) were retained. Of these 677 were
government publications and 200 were received under existing
publications exchange agreements. (This figure excludes theses received
on exchange.)

The most significant of the collections received is known as 'Hirsch
Collection Part 3' of German expressionist literature of the 20th
century, donated by Mr. F. Pam; another is a large instalment (of
over 760 books) of Australian children's books from Mr. L.N. Shaw,
to be added to the Lindsay Shaw Collection of Australian Children's
Books; a large collection of Polish books was donated by Mrs. J. Krol
of the Law Library staff; another large Polish collection was received
from the Polish government; a substantial Italian collection was donated
by the Italian Cultural Institute in Melbourne; a Byelorussian
collection was received from the Byelorussian Central Committee in
Altona North, Vic. Other major donors were Mr. H. Jenkinson (Engineering
books), Mrs. R. Sharpe (German books), Professor R.L. Martin (collections
from the libraries of his parents, Sir Leslie and Lady Martin);
Mr. M. Sandow (Waterside Workers' Federation material) and numerous
others.

The Gifts Officer (Mrs. P. Miles) also processed 330 Monash theses, and
it is interesting to note that on average the claiming, processing,
recording and preparation for microfiching of each thesis requires
approximately half an hour each; the work component of 330 theses
therefore represents over 4.5 full working weeks.

A total of 553 overseas academic theses, largely unsolicited, were
received on exchange, and in the absence of a firm collection policy
were stored in the Main Library security area.

Although very labour-intensive, the activities of the Exchange unit
continue to provide the library with valuable research materials
especially in the Slavic languages area.

Staff

There were a number of staff changes. As already mentioned, J. Davis
remained on secondment to the Cataloguing department for most of the
year and was at year's end permanently transferred though not yet
replaced. P. Kinder was seconded to Government Publications section

from 1 March and has now been permanently transferred also.

J. McMahon has since held the position of Officer-in-Charge, Periodicals/
Government Publications orders on an acting basis. E. Mocnay commenced
in April and G. Jenes in September. P. Alsop was temporarily transferred
to the department from Biomedical Library in April. A long-serving
staff member, R. Cowen, took early retirement at the end of the year.

At 1 January 1987 the **effective** staff establishment was 16.5, by
31 December 1987 this had increased to 18.5.

Conclusion

1987 was a very busy year. Staff coped well, and managed to clear
a very large amount of work so that by year's end desks looked
relatively clear.

V. Wehner
Acquisitions Librarian

15 January 1988

ANNUAL REPORT 1987

The Cataloguing Department added a total of 26,803 new catalogue records to the library's catalogue in 1987. Excluding periodicals backsets (for which figures were not previously available) this represents an 8.5% increase over 1986.

Because the acquisition rate was low in the early part of the year, it was possible to put some cataloguing effort into the backlog of humanities and social sciences materials. Unfortunately, separate statistics of this material were not kept, but it is estimated that the backlog was reduced by some 7,000 volumes.

There was no increase in staffing and the increased output is attributed to a combination of the higher copy cataloguing availability for the items processed, some improved efficiency in procedures and a reduction in the level of disruption and anxiety caused by the events of 1986.

Cataloguing activity

Monographs

	1985	1986	1987
Titles	24,107	23,829	25,655
Full copy	78%	71%	79%
Original	11%	14%	12%
Interim	11%	15%	9%

25,655 new records were added to the catalogue in 1987. This is an increase of 7.7% over the 1986 figure. Full copy was available from the ABN database for 79% of these, with 12% requiring the creation of original records. For the remaining 9%, interim records were used in the expectation that they would be shortly replaced by national agency records.

The increase in copy cataloguing, with decreases in original cataloguing, and in interims used is pleasing, although it seems unlikely that this is a continuing trend. The "hit rate" is influenced by the age and type of material catalogued, and in 1987 a number of older titles from the humanities and social sciences backlog were processed. In fact the 1987 figures are quite similar to those for 1985, although it is expected that the accuracy of predicting the replacement of interim records by national agency records has improved, and that there will be fewer titles which need to be retrieved for original cataloguing at a later date.

As well as adding new titles to the collection, the department is
responsible for maintaining catalogue records and ensuring that they
reflect changes in location, accurate copy information and have
appropriate access points. Approximately 340 existing catalogue
records were revised, a further 700 were converted to machine readable
form, and 350 volumes transferred between collections.
(in the course of revision)

Periodicals

There was an increase in the number of periodicals records added to
the catalogue, although a backlog of cataloguing still remains for
this material. As can be seen, changes of title account for
approximately one third of these records.

	1986	1987
New records (print titles)	787	802
New records (microform titles)	n/a	33
Total new records	n/a	835
New subs (inc. backsets) *newly received*	65%	66%
Title changes	35%	34%
Full copy	n/a	80%
Original	n/a	16%
Interims	n/a	4%

In addition to the new records added, a large number of existing
records were revised to reflect changes of title, changes in holdings
etc. Approximately 170 of these were converted to machine readable
records and holdings added to ABN.

	1986	1987
Revisions	700	777
Retro. conversion	150	171
Total rev. records	850	948

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Nonbook

	1986	1987
Microfilm	449	315
Other	33	31

Departmental cataloguing

1986	1987
509	823

Other activity

A project to clean up errors which occurred prior to the addition of Monash's holdings to ABN, was completed. Work has now begun on examination (in preparation for upgrading) of interim records in our catalogue which were added during 1985/6.

Late in the year, the Hargrave Library acquired special funding from the Mathematics department to continue with reclassification of the mathematics collection to the MOS scheme. The cataloguing Dept. is providing accommodation, training and general support for the staff member employed to input the new data, and to simultaneously perform retrospective conversion.

David Farrer has continued to act as consultant/reviewer for the project to catalogue the Ukrainian Bishop's library to ABN.

Staffing

Established staffing as at 31/12/87

	F/Time	P/Time (EFT)	Total (EFT)
Clerical/ keyboard	6	4 (2.8)	10 (8.8)
Technician	3		3 (3)
Cataloguing	12	7 (3.8)	19 (15.8)
Administration	2		2 (2)
Total	23	11 (6.6)	34 (29.6)

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In general staffing remained quite stable, with only one resignation and consequent appointment. Much less time was lost because of work-related injury than in the previous two years. There was however some loss of cataloguing capacity with the absence of two cataloguers on extended periods of leave for which no replacement was made (approx. .5 EFT). The secondment of Angela Prior to Chisholm (six months), Geoff Nutting's extended leave and Jan Maslen's secondment (1 month) to the administration section also involved reallocation of duties and training of new staff.

A highlight of the year was the approval of "continuing" employment status for three staff who have held "temporary" appointments for a number of years - Glenda Moss, Audrey Van Akkeren and Michelle West.

Resignations

Mary Pavlaki (Typist - full-time continuing)

Appointments

Gillian Careem (Clerk/Typist - full-time continuing)

Merete Smith (Librarian - part-time temporary replacement for Geoff Nutting)

Anna Pinar (Library officer - full-time temporary replacement for Angela Prior)

Katalin Morrison (Library Officer - Mos reclassification project)

Staff training and development/ Professional activities

Sandra Lauder attended a two-day course in word-processing with MS-Word

A two day authority control course was run at Monash by CAVAL and attended by Geraldine Woodhatch, Fausto Gomes, Joan Streitberg-Hodgson and Bernadette Law.

Gillian Careem attended a two-day ABN enquiry course.

Jean Golding and David Farrer continued their now regular reference work for the H&SS branch. In exchange Jackie Osborne spent time in periodicals cataloguing at the end of the year.

Angela Prior was seconded to the library of Chisholm Institute of Technology for six months, as the leader of a special project team creating a database of periodicals information. She gained valuable experience in both staff supervision and in use of microcomputers. This secondment also provided the opportunity for Tina Winch to have experience as precataloguing coordinator, and other staff to learn new procedures.

Fausto Gomes, Madelon Harland, Jenny Klingler, Bernadette Law, Helene Shaw, Joan Gray and Angela Prior attended workshops in communication and staff management offered as part of the University's staff development program. Some of these staff also attended follow-up workshops.

Joan Streitberg-Hodgson and Jan Maslen attended the biennial conference of the LAA Cataloguers Section in Townsville.

Fausto Gomes, Din Diradji and Jan Maslen attended sessions of the annual conference of the Victorian Association for Library Automation (VALA)

Fausto Gomes attended the associated one-day workshop on CD-ROM presented by Linda Helgerson

Jan Maslen was elected to the ABN Standards Committee and attended the two 1987 meetings in Canberra.

Committee involvement

Jean Golding, Editor, Library Staff Bulletin

Judy West, Clerical representative, Working Party on Staff Development

Din Diradji, Jan Maslen, Library Automation Project Team

Helene Shaw, Convener, Library Safety Committee

Several staff were LAGSA committee members (Jenny Warren - Secretary, Bernadette Law - Deputy Convener, Jean Golding and Sandra Lauder)

The department also sent representatives to ACOST (Madelon Harland) and the Library Social Club (Michelle West, Secretary)

Systems and procedures

Diacritic keyboards

1987 finally saw the installation of diacritic keyboards to several of the Ericsson terminals used to access ABN, after more than two years of operation without them. This facility has improved the efficiency with which foreign language records can be keyed to ABN, and increased the speed and accuracy of reviewing and performing authority work on records containing diacritic marks.

The "CAVAL file"

At the beginning of the year the "CAVAL file" was closed. This was a card file designed to provide access to catalogued items in the period between cataloguing and appearance of records in the microfiche catalogue. This gap (which can be more than two months) still exists, but improvements in the MIPS system made it possible to rely on SESAME for this access. Ceasing to maintain the file has meant an increase

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in the efficiency of both the cataloguing and shelf-listing
procedures.

Microcomputing

In July, a microcomputer was installed in the department. The word-
processing facility is being used extensively, in particular for the
updating of procedure manuals. Spreadsheet application is used for
compilation of departmental statistical reports. This has made the
task much simpler, and able to be passed to less senior staff members.
It is hoped in the future to further develop the use of spreadsheets
for statistical analysis, and to investigate the possibilities of a
staffing/procedures database

Procedures manual

A project to convert the procedures manual to word-processing files
for ready updating was begun and will continue in 1988. At the same
time a number of staff are involved in updating and editing entries.
With the implementation of a new system planned for 1989, a full
review of procedures and in some cases policy, will be necessary. Up
to date documentation of the existing procedures will be important for
review and planning, as will be the ability to simply and speedily
provide revised documentation when necessary.

New system

The acceptance of the Library Automation Committee's recommendation to
purchase a library system ended a period of frustrating uncertainty
about the future of library automation at Monash. The decision means
a complete change of direction, but was generally greeted
enthusiastically by staff. Delays in public access to full records
and amendments, and difficulties associated with maintaining
bibliographic and copy-specific information in a number of files are
problems which we hope will be solved.

Catalogue product

Comments made in 1986 about the unsatisfactory nature of the
microfiche catalogue for a research library remain true. Frequency of
updates continued to be bimonthly. Alternatives to the catalogue
(call-numbered MIPS records via SESAME, BOOKLIST, the student
recommended reading list for H&SS, and other local initiatives) do
presumably fill some of the gaps. However Cataloguing Dept. staff
eagerly await the implementation of an OPAC which provides up-to-date
and full access to the records we provide.

Accommodation and space

Air conditioning remained an issue in 1987, and at the end of the year
little progress had been made toward identifying and solving the
problems of air circulation in the department. This is a problem in
many areas of the library and efforts will continue toward a solution
in 1988.

Although the current seating arrangements provide a reasonably comfortable allocation of space for regular desks, space problems are emerging for the ergonomic location of VDU workstations should additional terminals be necessary.

The need to retain sufficient shelving to cope with peaks in receipts complicates this. Minor works to open up the "typing room" are planned for 1988 and may increase the possibilities for furniture arrangement (as well as improve air circulation).

The card shelf list has been expanded to its limit in its present location and will soon require additional floor space. In the long term this problem may be alleviated if the new system can provide adequate shelf-listing facilities, but this is not at all certain.

Conclusion

The Cataloguing Dept made steady progress in 1987, improving the quantity of output, making some attack on the closed backlog and clearing some long-term problems in the catalogue. Although 1988 will be a year of considerable change in a number of areas, many of which will involve staff time, I am hopeful that we can at least maintain the level of productivity without any loss of usefulness in the cataloguing provided.

1. GENERAL

The highlight of the year was the recommendation of the Library Automation Committee to take immediate action to purchase a new computer system, a recommendation that heralded a new era for staff members who have been labouring for years with inefficient semi-automated systems. Staff from various sections spent considerable time over the preparation of specifications for the Library Automation Committee, and in the later part of the year, several staff members actively assisted with the deliberations of the Library Project Team.

There has been modest progress in the introduction of modern technology in the workplace. We welcomed the introduction of a new telephone system which provided a more efficient means of communication. We have also commenced to use the MINERVA electronic mail for Inter-Library Loans. We were pleased to acquire our first reference tool on CD-ROM, the 1981 Census on Supermap, as well as our first microcomputer for office use complete with the Wordperfect wordprocessor package.

The establishment of the Music Library Committee fulfilled a much needed role and in its first year of operation members of the Committee were able to address critical issues such as library services policy, collection development policy and a separate Music Library budget.

Security continues to be a problem. Over 120 items were mutilated or stolen from the Reserve collection during the year. Although offenders have been fined the penalty is not severe enough to serve as a deterrent. Due to the high rate of theft in the Bag Room, and constant complaints of library users, bags were allowed into the Library . However, whilst this solved the security problem in the Bag Room, it created other problems for the attendants within the Library. As a result, although bags are allowed into the Library, students are encouraged to leave non-valuable items in the Bag Room.

The Library suffers from the perennial problem of space. At the end of the year the attendants embarked on the arduous task of moving the much congested periodicals from the second floor and spreading out the collections to the corresponding floors all the way to the fifth floor of the Research Collection It was envisaged that the project would be completed before the students returned for the first term. However, there is only very minimal provision for collection growth on all the floors. In the very near future, the Library would have to consider very seriously alternative means of solving its space problems.

In accordance with the McDonnell Committee recommendation to review decision making and delegation in the Library, the newly established Library Planning and Development Group delegated the task of the review to me. Unfortunately, progress was slow as other work pressures prevented some senior staff members from responding speedily, in particular the preparation of job descriptions. At the same time it became apparent that there would be some overlap as the general staff salary structure review announced in June would require the preparation of job descriptions by a professional team of job analysts. I am grateful to   Judith Clarke and Vivien Burch for their advice and assistance. It is hoped that the preparation work for the decision-making and delegation review will be utilised by the Library Planning and Development Group in 1988.

2. ORGANISATION AND STAFFING

1987 has been a record breaking year for staff changes due primarily to an unprecedented spate of maternity leave - five staff members were granted leave without pay during the year for this reason.

Substantial salary savings were generated during the year with the decision to delay the full-time appointment of the Collection Management Librarian for at least six months. We are indebted to Neil Renison for taking on this role and for completing a major revision of the Library's profiles. Subject Librarians now have a more active role in selection and consultation with academic staff than in the past. Towards the end of the year we were able to advertise the position and in December, the position of Collection Management Librarian was officially filled for the first time by Robert Stafford.

We were pleased at the success of three of our staff members when they completed their library qualifications and were formally placed on the establishment as librarians - Diane Clifford, Subject Librarian for Geography and Visual Arts; Helen Soemardjo, Southeast Asian Librarian; and Jackie Bourne, Music Librarian.

Towards the end of the year, we were sorry to lose the services of Jackie Bourne, the Music Librarian, when she took up appointment with the College of the Arts. Fortunately we managed to find a replacement very quickly and appointed Helen Goring in November.

At the end of the year, we farewelled Rosemary Gall, Subject Librarian for Politics & Women's Studies, who had been offered a position with Careers & Appointments.

Student Reading Section, traditionally an area of high staff turnover, had a changeover of both Coordinator and Assistant Coordinator, when Lesley Stone and Linda Twite resigned to take up outside appointments.

In November, we learnt that Jeffrey Bender and Gayle Whyte had been accepted for the Australian Volunteers Abroad programme in Tonga and leave without pay was granted for the required two year period. Arrangements were made to second Henry Thorburn, D.Cochrane Librarian, to the position of Acting Government Publications Librarian, and conversely, Janice Appleton, Subject Librarian for Economics to be Acting D. Cochrane Librarian for 1988. The Dean's cooperation in this matter was very much appreciated, particularly as the secondment would provide the two staff members concerned with invaluable experience.

The position of Rare Books Librarian was advertised in December, and Richard Overall was offered the job with a starting date of February 1988.

Resignations	Appointments
Angela Jenkins	Mark Dean
Peter Martin	Conny Koenderman
Michael Stavrou	Merete Smith
Susan Dusting	Denise Sproson
Maureen Mann	Deborah Tate
Jackie Bourne	Julie Fairweather
Linda Twite	Helen Goring
Rosemary Gall	Robert Stafford
Lesley Stone	
Lisa Kearns	Transfers
	Eddie Walsh (from Periodicals to Administration)
	Petal Kinder (from Acquisitions to Government Publications)

3. COLLECTIONS

3.1 Monographs

The financial problems of 1986 carried over to 1987. Whilst we were able to relax the freeze on non-urgent book orders, we had to exercise restraint in the selection of book orders. However, we were not able to restore even a modified ESCM programme (automatic receipt of core materials). Consequently, subject librarians have spent considerable time handling the masses of selection slips from Blackwells and Bennetts.

The re-establishment of a limited "on approval" scheme warrants further investigation. This could cut down the amount of routine work currently required with no additional expenditure, provided it is limited to areas where a clear definition of our requirements is possible. However in some subject disciplines this method may not be as appropriate.

A collection development policy is urgently required to provide a foundation for future funding submissions, and has been earmarked as the first task of the new Collection Management Librarian.

In 1987, 25,172 monographs were acquired, a welcome improvement over la year's acquisitions.
The microform collection grew by some 2,500 volumes.

Table 1. H&SS Acquisitions, 1984-1987

YEAR	TOTAL VOLUMES				TOTAL INCREASE IN YEAR	PERIODICAL TITLES RECEIVED
	Mono-graphs	Periodicals	Micro-forms	Total		
1984	563495	106157	139091	808743	30153	6992
1985	586493	109846	144849	841188	32445	6839
1986	598547	113215	150653	862415	21227	7518
1987	623719	116901	153111	893731	31316	7616

3.2 Periodicals

The MUC Periodicals Review Subcommittee worked hard to achieve the required cancellations, and a total of $45,000 was trimmed from the HSS Periodicals budget. This was a time-consuming exercise as much of the work had to be done manually. Later in the year, some funds were made available to purchase new periodical titles which were essential to the academic programme, in particular new courses and Centres.
The unsatisfactory state of the periodicals budget sparked off a call for a Subcommittee on Departmental Allocation of Funds to devise a formula to allocate to each department an individual budget from which it could purchase whatever mix of periodicals and monographs it saw fit. It is expected that the Subcommittee's recommendations will be discussed and endorsed by each of the three faculties in time for implementation for 1988.

3.3 Special collections

The re-location of the Special Collections to the Lower Ground Floor has improved access to these collections. However, the erratic growth of some collections due to the unpredictability and generosity of certain donors has resulted in shelving and space problems.

In 1987, Special Collections totalled some 25,748 volumes .

3.4 SEA Collection

The Southeast Asian Librarian, Helen Soemardjo is now a member of the Standing Committee of the CSEAS and has initiated the formation of a Library Subcommittee, which will further extend the existing strong relationship between the Centre and the Library.
Arrangements have been made to jointly publish a list of Monash theses on Southeast Asian topics in early 1988 as part of the Library's MULOP series.

Major purchases included:

United States. State Department. Confidential U.S. State Department Central Files, Indochina 1950-54. (44 reels)

Index to the Dutch-language Indonesian newspapers 1810-1923.

The Times of Indonesia. 1950-62.

V.O.C. Archives. Molucco. 1660-1740.

CIA Research Reports. Vietnam and Southeast Asia 1946-1976. (7 reels)

Vietnam : National Security Files, November 1963 - June 1965 (17 reels)

United States. State Department. Confidential U.S. State Department Central Files. Philippine Republic 1945-1949, 1950-54. (72 reels)

Vietnam, the Media and Public Support for the War. (11 reels)

4. SERVICES

4.1 Reference

A new era was heralded with the arrival of our first reference tool on CD-ROM, the 1981 Census on SUPERMAP. Considerable effort was made to train reference staff in the use of new tools using the subject expertise of the experienced librarians.
Overall, there has been a small increase in the number of queries with a slight increase of reference queries over directional queries.

Table 2. Reference statistics 1986-1987

	1986	1987
Directional	20,091	20,663
Reference	19,981	20,672
G.P.	1,826	1,715
Total	41,898	43,050

4

4.2 Online Information Services

The decision in 1986 to impose a surcharge on online searches to ensure full cost recovery had the expected negative effect on demand for searches. The number of searches conducted during the year fell to an all-time low of 59 formal searches, which is less than half of the searches conducted in 1985. This drop in demand is also partly due to the Education Faculty's purchase of ERIC on CD-ROM thus removing their dependence on the Library for online searches.

Table 3. H&SS Online Searches 1985-1987

	1985	1986	1987
No. of Official searches	132	98	59
No. of Ready Reference searches	343	190	23
ABN Reference	NA	NA	2583

4.3 User Education

During Orientation Week, tours of the Main Library were conducted every 15 minutes during core library opening hours. A total of 602 people took a guided tour, 20% down on last year's figures. The drop in numbers was largely due to the fact that the Take A Library Tour banner was stolen on the eve of the tours, thus removing our most effective form of publicity.

Apart from the formal user education classes, several subject librarians addressed new students at the introductory lectures for Geography, Politics and Social Work.
Main Library packages were distributed to all students taking library tours in addition to the individual leaflets that were available to all library users.

Table 4. User Education Statistics 1986-1987

	No.of Groups		Contact Hours		No. of Students	
	1987	1986	1987	1986	1987	1986
Elementary	13	24	12.5	26	143	260
Advanced	47	53	61.5	68.5	607	767
Other	22	21	17.5	13	485	384
Total	82	98	91.5	107.5	1235	1411

TABLE 5. LOANS STATISTICS 1986 - 1987

	1987	1986
1. HOURS OF SERVICE		
a) HOURS LIBRARY OPEN	3408.5 hrs.	3240.5 hrs.
b) HOURS LOANS SYSTEM UNAVAILABLE	2.5 hrs.	2hrs. 10min.
2. ADJUSTED RETURNS		
a) NUMBER OF BORROWERS WHO HAD LOANS ADJUSTED	1397	1651
b) NUMBER OF LOANS ADJUSTED	2051	2303
c) NUMBER OF BOOKS FOUND ON SHELVES	797	857
3. NUMBER OF LOANS ISSUED UP TO 30.11.87		
STAFF/POSTGRADS - 105425 UNDERGRADUATES - 212941 TOTAL = 318366	318,366	338,075
4. LATE FEE/RECALL NOTICES PROCESSED	45,600	43,406
5. SPECIAL BORROWERS ENROLLED	1,026	939
6. EXTENDED LOANS ISSUED	2,017	1,778
7. LATE FEES ADJUSTED	302	333
8. LOST/MISSING BOOKS REPLACED	114	131
9. I.D. CARDS REPLACED	992	862
10. MONASH STAFF/STUDENTS REGISTERED FOR CAVAL	307	220

4.4 Loans

After some initial confusion, the introduction of an universal card for CAVAL borrowers was generally well accepted by the users.

Special Borrowers enrolled totalled 1026, an increase of 87 people over last year.

During the year only 50 academic staff members took advantage of the special service which allowed them to place a reservation for items that were out on loan at the Main Library.

4.5 Inter-Library Loans

Commencing in July, Monash has implemented the $6 charge for the books and periodicals requests as agreed by the AACOBS libraries. Since the middle of the year we have been sending and receiving requests by electronic mail.

Requests from the other libraries to Monash are down by about 10% compared to last year. However, Monash request from other libraries have shown a 1 increase.

Table 6. Inter-Library Loans 1985-1987

	1985	1986	1987
Items wanted	3,207	3,522	3,989
Items supplied	2,909	3,152	3,494
Items lent ex-Monash	5,911	6,656	5,846

4.6 Student Reading

Security of the reserve items continue to be a problem. Over 120 photocopies were mutilated or stolen and 23 books relevant to particular courses were found damaged in the collection. About 50% of the stolen photocopies were related to Accounting and Administrative Studies courses.
Reserve loans have increased compared to last year.

Table 7. Usage: Loans and Reserve Transactions 1984-87

	Staff	Student	Short term	Sub-total	Reserve	Total
1984	77,111	167,947	114,070	359,128	119,437	478,565
1985	84,389	170,586	101,828	356,803	111,674	468,477
1986	91,832	160,837	71,571	324,240	70,165	394,405
1987	94,644	164,979	79,537	339,160	78,619	417,779

Table 8. Size of Reserve Collection and SRR File 1986-1987

| | Photocopies on Reserve | | Books on Reserve | | SRR File |
	Titles	Copies	Titles	Copies	Titles
1986	8,928	22,212	7,664	8,784	32,498
1987	9,783	24,506	8,066	9,199	36,685

4.7 Government Publications

This section experienced an unprecedented wave of staff upheaval when three out of a total staff of four went on maternity leave. Fortunately, we were able to redeploy staff from other sections to keep the services going with a minimum of disruption.

Experience during the year has borne out the objectives of moving the Government Publications collection from the fifth floor to the first floor as the collection is definitely more visible and accessible.

A review of the Definition of Government Publications was undertaken in conjunction with Cataloguing Department and subsequently adopted by the Heads of Department.

The reference service has been enhanced with the compilation of a typed Parliament Paper index which is updated alphabetically as new State and Commonwealth Parliamentary Papers are received.

Table 9. 1986 Government Publications Inquiries

	1986	1987
From G.P. Office	929	693
Inquiry Desk (1st Floor)	775	536
Information Desk (Ground Floor)	1,691	1,663
Total	3,395	2,892

4.8 Periodicals/A-V

The taped lecture service continues to be popular with the students.
Usage increased by more than a thousand transactions compared to last year.

There is a strong preference for the use of video. Video usage more than doubled whilst film usage has gone down by 22%.

The reader printers have been extremely well used, particularly with the installation of Copytex units. A total of 16,784 paper copies were made from the microform collection. Statistics such as these indicate the users' acceptance of microform materials so long as the equipment and facilities are adequate.

Table 10. Inquiry Desk (1st Floor) 1986-1987

Desk enquiries	1986	1987
Taped lectures	21,379	22,480
Other Taped Lecture Enquiries	7,953	7,827
Periodicals	8,419	8,304
Audio-visual	3,320	3,791
Directional	2,527	2,124
Rare Books	263	162
Photoreproduction - Microform	2,144	1,816
Photoreproduction - Paper	1,009	690
Government Publications	798	1,112
Video Usage	273	610
Services to the Disabled	579	585
Total	48,724	49,501

As a result of the decision to extend full cost recovery to PIML (Periodicals in Monash Libraries) in 1987, apart from library working copies PIML was no longer available gratis.

Orders were received from more than a hundred libraries/departments:

    Paper copies - 50 copies sold at $20.00 each
Microfiche copies - 88 copies sold at $5 each

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4.9 Services to the Disabled

In 1987 a total of 290 large print copies and 6323 normal photocopies were made for our disabled users.
We are grateful to the 25 volunteer readers who contributed approximately 25 hours of reading per week.

Number of students with disabilities

	1986	1987
Visually impaired	5	3
Hearing impaired	1	1
Wheelchair	4*	6*
Ambulant disabled	2	1

*Note: Includes 1 visually impaired

4.10 Rare Books

The major event of the year was the acquisition of Jonathan Swift's "A modest proposal for preventing the children of poor people from being a burden to their parents of the country" ,the major gap in Swift's own works in the Swift collection.
Other acquisitions include the gift of two issues of "The Buffalo Buster", a humourous newspaper produced in 1907-1908 by a group of friends including Sir John Monash.

Table 11. Rare Books Statistics 1987

Volumes consulted in the Reading Room	4107
Reference enquiries	268
Directional enquiries (category since October only)	13
Photocopying requests	71
New accessions (volume) (At least 30 titles donated by Lindsay Shaw)	135
Monash authors, books received	137
Staff loans	26

Introductory classes on Rare Books were given to English and Librarianship students.

The installation of an electronic eye near the office entrance enabled staff to use their time more efficiently in the inner office and stack areas.

There is an acute shortage of rare books stack space, and serious consideration should be given to the earlier proposal to release the Projection Room to Rare Books.

5. Music Library

The problems of the Music Library took up much of my attention this year. The attempts to rationalise the Music Library service resulted in two major developments: Firstly, the Music Library and the Sound Archives were

amalgamated and established as a separate unit. Secondly, the establishment of the Music Library Committee in January filled an important role, providing valuable user advice and feedback. The Committee worked hard to ensure the efficient administration of the Music Library for the future and dealt with issues such as a separate Music Library budget, collection development policy and library services policy.

At the request of the Dean of Arts, the Main Library set up a sub-committee to look at the feasibility of incorporating the Music Library with the Main Library. Upon receipt of the report, the Dean held discussions with Music teaching staff and students and later determined that the Music Library would continue to be housed at the Faculty.

During the course of the year we lost the services of the Music Librarian, Jackie Bourne. We were fortunate to find a replacement very quickly with the appointment of Helen Goring.

6. D.Cochrane Library

The official handover of a substantial collection of company files from the stockbroking firm of J.B.Were & Son was the culmination of many months of preparation. To have obtained this material is something of a coup for Monash. Collection building in the area of business records has the strong support the Department of Economic History.

There has been increased use of the Library by the 3rd and 4th year honours students, and the MBA students. Use of the photocopying machine doubled compared to the previous year.

7. Publications

7.1 Mainline; the HSS Newsletter

4 numbers have been issued this year:

No. 12 Services for postgraduate and fourth year honours students
No. 13 Staff changes; Selection & Acquisition of Library materials
No. 14 How to find out what has been recently purchased
No. 15 New periodical titles

7.2 Periodicals in Monash Libraries (PIML)

The 1987 edition was issued in May.

7.3 Guide to the Special Collections

A revised and updated edition was issued during the year.

7.4 Monash University Theses 1961-1968. Vol.1 Humanities & Social Sciences and Law.

There has been a small but steady demand for this publication. The first run of 25 copies has been exhausted and additional copies will be printed.

8. Staff Development/Professional Activities

8.1 Seminars/Workshops

The University Staff Development Officer organised a series of courses for staff:

> Managing people at work
> Effective communication skills
> Assertive skills

In addition staff members attended the following workshops and seminars during the year:

> ABN Inquiry Reference Workshop
> Australian Government Information Online
> Australian Information Management Association Training Institute
> Australian Library History. School of Librarianship. 3rd Forum.
> Australian Society of Archivists 'School Archives'
> Australian Trade Union Training Authority Introductory Course
> Bibliographical Society ANZ Annual Conference
> Dealing with Difficult Users
> Library Technicians' Conference
> MONCLIP CAI Workshop
> Second Asian-Pacific Special & Law Librarians' Conference
> Second Reference Conference
> Serials Seminar
> VALA Conference
> Word Processing Course

Mr. Henry Thorburn was on the organising committee of the Second Asian Pacific Special and Law Librarians' Conference, Brisbane.

Mrs. Ho Chooi Hon was on the organising committee of the Second Reference Librarians' Conference.

8.2 Committees

8.2.1 Campus -wide/External Committees

> General Staff Association . Vice-President -   J. Bender
>   LAGSA Convenor -   R. Gall
>   LAGSA Secretary - J. Beale
>   LAGSA C'tee Member - D.Clifford
> International Association of Music Libraries. Victorian Branch.
>   Secretary - J. Bourne
> Reference Interest Group (Victoria). Committee Member -
>   R. Gall
> Sexual Harassment Advisor - H. Soemardjo

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

> CAVAL Reciprocal Borrowing Programme User Group - V. Nash

> Joint Orientation Committee - R. Gall

Main Library Users' Committee - C.H.Ho

Periodicals Review Sub-committee - C.H.Ho, J.Osborne,
  N.Renison
Sub-committee on Departmental Allocation of Funds - N.Renison

Vice-Chancellor's Advisory Committee for People with Disabilities
                - J. Osborne

The Humanities & Social Sciences Librarian represented the University Librarian
on the following committees:

    Arts Faculty Board
    Economics and Politics Faculty Board
    Education Faculty Board
    CAVAL Executive Directors' Advisory Committee
    Music Library Committee. Convenor.
    Open Day Committee

8.2.2. Library-wide Committees

    ACOST   -   T. Naish
    Courses and Conferences Committee - C.H.Ho
    Heads of Department - C.H.Ho
    HSS Information Services Committee. Convenor - C.H. Ho
    Library Planning and Development Group - C.H.Ho
    Monash University Library Occasional Publications.
        Editorial Committee. Convenor - C.H. Ho
    Online Information Retrieval Services Committee - J. Beale

9. CONCLUDING REMARKS

1987 has not been an easy year for all concerned. In the attempt to keep
within a shrinking budget, sacrifices have been made in the trimming of both
human resources and library resources. It is a credit to the group of loy
and dedicated staff members that we have been able to do so much with so little
in these difficult times.
Nevertheless, there is now renewed optimism with the promise of a new and
better integrated online system within a couple of years.

                        Mrs. Ho Chooi Hon
                Humanities & Social Sciences Librarian

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1. GENERAL

In 1987, the Hargrave Library reviewed its current serial subscriptions and cancelled 411 current serials, representing a reduction of over 20% of the projected 1987 Hargrave expenditure on journal subscriptions. The cancellation was the third in recent years, and it seriously depleted the number of current serials available on campus to support the Monash academic program in the Science-Technology disciplines. The cancellation was forced on the library by the high average prices of sci-tech periodicals, coupled with steep increases registered in the price of journal subscriptions over the previous two years.

Similarly, a review of standing orders to monographs, resulted in a reduction of the 1987 Hargrave expenditure on standing orders by about 50%, releasing a small sum for the title-by-title selection of monographs.

A special grant of $100,000 was received in the latter half of the year, of which $60,000 was used for monograph acquisition and $40,000 was applied to reduce the severity of journal subscription cancellations. The problem of how to provide an adequate or at least an equitable level of funding for the acquisition of new publications, especially for journal subscriptions will remain serious, until the traditional funding formula is revised to include differences in academic programs, client numbers, inflation rates and the average price of publications in disciplines served by the four Monash branch libraries.

Formal cooperation between academic and research libraries for the purpose of cost-effective sharing of information resources will play an increasingly important role in containing expenditure on library resources and services. In 1987, the Hargrave Librarian approached the CSIRO Clayton Site, BHP/MRL and the Telecom Headquarters Librarians with a proposal for the formation of a consortium of sci-tech libraries located in the Clayton area. The proposal led to the formation of SESTICON; the South Eastern Scientific and Technical Information Consortium. The consortium is based on formal agreement approved by the executive officers of the participating institutions and fully supported by their librarians. The initial areas of cooperative development include the granting of reciprocal borrowing privileges, rationalization of holdings leading to a joint collection development program, and the exploring of online access to SESTICON library catalogues. The long-term goal of the consortium is to improve the availability and access to STI resources in the region, on a cost-effective basis.

2. STOCK

In the calendar year 4,659 volumes were added to the Hargrave collection, compared to 4,990 volumes in the previous year. Volumes added to the Hargrave Library in 1987 consisted of 1,937 monographs, 2,710 bound periodicals and 12 microforms. By December 1987, the Hargrave Library held a total of 157,701 volumes of books and periodicals.

2.1 SERIALS

The estimated savings from journal subscription cancellations was $174,641 in 1987 prices, at an average price of $424.9 per journal subscription. The 74 new subscriptions added during the year, using funds from the cancellation of a total of 411 Hargrave subscriptions represented an expenditure of $16,215 in 1987 prices, at an average price of $219.1 per journal subscription. The cancellation of subscriptions to expensive serial titles and the addition of a small number of inexpensive periodicals significantly reduced the average price of a journal subscription paid for by the Hargrave Library.

The Effect of Cancellations of Expensive Journal
Subscriptions on Periodical Expenditure and on
the Average Price of a Journal Subscription.

Year	Hargrave Expenditure on Periodical Subs.	Average Price per Journal Subs. Paid by Hargrave
1986	$745,395	$386.42
1987	$654,785	$347.55

The Hargrave Library is actively seeking donation and exchange of serial titles, to improve the availability of current serials to readers. In December 1987, the Hargrave Library received 438 current serials on donation and 84 on exchange.

2.2 MONOGRAPHS

Of the 1,937 volumes of books added to the collection in 1987, approximately 15% were donated to the library.

3. SERVICES

The year was one of continuing crisis management in reader services created by the inadequate level of staffing and extended hours of opening.

3.1 LOANS

Statistics for internal and external lending are given for 1986 and 1987 for the purpose of comparison.

LOANS

YEAR	TYPE OF LOAN					
	Staff	Student	Short-term	Inter-loan	Reserve	Total
1986	29,014	38,524	37,565	4,745	10,437	120,285
1987	29,892	44,927	39,826	4,525	9,641	128,811

An increase in the number of student and over-night loans raised the total number of loan transactions by 9% over the previous year.

INTER-LIBRARY LOANS

YEAR	LOANS		BORROWINGS	
	Requested	Satisfied	Requested	Satisfied
1986	n.a.	4,745	2,418	1,974
1987	5,550	4,525	2,130	1,545

3.2 REFERENCE AND COMPUTERIZED INFORMATION SERVICES

The installation of a faster modem and a microcomputer for database searches improved the cost-effectiveness of the service. Statistics for "formal searches", defined as a single search query dealt with regardless of the number of databases used, are given for 1987.

ONLINE SEARCHES

Formal Search Requests	105
Reference Use	23
Reader Education	12
Training	11
Internal Use Including Inter-Library Loan	5
	156

About half of the searches were on CAS Online, a chemistry database offering a 90% discount to academic institutions.

The demand for HITS (full fee paying services to outsiders) was in line with staff resources currently available in the Hargrave Library. To exploit the full income earning potential of the service, requires the development of a business plan and vigorous promotion.

3.3 READER EDUCATION

Excluding orientation classes, in 1987, students in the following courses received formal reader education classes covering the use of bibliographic resources and computerized information services.

READER EDUCATION CLASSES

COURSE		NUMBER OF CLASSES
Chemistry	2nd year	12
	3rd year	8
Computer Science	2nd year	6
Earth Sciences	2nd year	1
Environmental Science		
Physical Geography	2nd year	5
Materials Science	2nd year	3
Mathematics	3rd year	1
Physics	4th year	1
Chemical Engineering	4th year	3
Civil Engineering	4th year	1
Electrical Engineering	4th year	4
Materials Engineering	4th year	2
Mechanical Engineering	4th year	3
Total number of classes		50

Many of the classes were combined with assignments, marked by library staff. Reader education classes were given in course time, in response to requests received from academic departments.

3.4   TECHNICAL SERVICES

The Silver Jubilee volume of Monash Theses in the Physical Sciences and Engineering was completed in 1987. The editing of the revised index to the MOS classification was finalized by Le Thi Nhan with assistance from the Cataloguing Department. The revised edition of the MOS classification is ready for printing.

4.   STAFF MATTERS

Hargrave Library staff were heavily involved in committee work and other professional library activities, including participation in staff development, attending seminars, training courses and contributed papers to conferences.

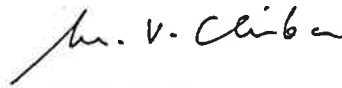Leigh Oldmeadow contributed conference papers on:

1. HITS: a university-based information service to industry. Online 87, the 2nd Australian Online Information Conference. Sydney, January 1987.

2. HITS; a fee-based information service at Monash University. Profit or perish: information for business, government and the law; a National Seminar. Adelaide, August, 1987.

3. Co-authored a paper on 'Online Services at Monash University: planning for the future'. Presented to the 2nd Reference Librarians Conference; Melbourne, 1987.

Marta Chiba chaired the Communications session of Online 87, the 2nd Australian Online Information Conference. Sydney, 1987.

Leigh Oldmeadow jointly organized a **Workshop on Computer Aided Instruction in Libraries**, held at Monash University.

Leigh Oldmeadow also became the Convenor of LAGSA and serves on MUGSA and the UCLS Victorian Branch Committees.

Participation in staff development plays a vital role in producing highly motivated and technically competent staff, able to cope with the changing work environment.

M.V. Chiba,
Hargrave Librarian.

April 20, 1988.

1. GENERAL

Although 1986 had been an extremely difficult year in terms of growth and the ability by staff to provide adequate service to Biomedical Library users, circumstances in 1987 were even more taxing. The Biomedical Library began the year with the need to prune its journal budget by approximately AUS$130,000, or almost 20% of the allocation for periodicals. Funds for the purchase of monographs have been so restricted that only the most essential titles for research and student texts were acquired. These cuts in funds were a direct consequence of the decision to float the Australian dollar. As most of the Biomedical Library's journals are published overseas the resulting devaluation of the dollar, coupled with inflation, has had a disastrous effect on the periodical collection. It has become evident that rises in journal subscriptions in science and technology are escalating more rapidly than in other disciplines. In addition many important publications, such as CSIRO journals, which were previously received as gifts, now can only be acquired by subscription.

As a result there has been strong feeling within academic departments served by the Biomedical Library that the present formula for the allocation of funds between the branch libraries, and the effect it is having on journal acquisition, needs to be addressed to ensure that the Biomedical Library holdings are not further eroded.

2. ADMINISTRATION

2.1 Staff

The staffing situation remained stable in 1987. In February 1987 an interlibrary loans officer, Miss Monica Brooks, was appointed, and for the first time for almost nine months the Biomedical Library had a full staff complement. In April 1987, Mrs. Ida Gomes, library assistant in the sub-branch at Alfred Hospital, went on long service prior to retiring in July, after 15 years service.

Moreover three staff members will be taking long service leave in 1988 and the lack of provision for relief staff throws a heavy burden on remaining staff members.

In 1987 all promotions for general staff classifications were frozen, when the Personnel Office resolved to introduce a general staff salary classification review based on job description and evaluation. As there had been discontent with professional library classifications in 1986, the library was chosen as one of the first areas in the University to be reviewed. The evaluation of positions has already commenced and will continue into 1988.

2.2 SERVICES

Following a great deal of dissatisfaction by students with the condition of the bag-racks in the Science/Medicine link, which have been virtually taken over and fouled by pigeons, it was decided that users would be allowed to bring bags into the library, on the understanding that if approached by library staff the bags must be

opened for inspection. This move has been popular with Biomedical
Library users, and a stocktake will be held over the 1987/88 long
vacation to monitor possible losses. It is anticipated that bags
will be allowed into the Biomedical Library in 1988.

2.3 UNIVERSITY/HOSPITAL AFFILIATION

The Monash Medical Centre was officially relocated to Clayton in
August 1987.Because of the amalgamation of the libraries in 1985, the
final move was achieved with less difficulty than anticipated. Much
work was carried out in 1986 to integrate the collections, and to
weed out Monash owned titles which were little used. Unique titles
were returned to the Biomedical Library and duplicates discarded.
It is very disappointing that the new library is not carpeted, and
that industrial shelving was ordered and supplied in error instead of
standard library shelving. It is hoped that this will be rectified
when stage II of the Centre is built and furnished. A permanent full
time librarian, Mrs. Marlene Nash, is employed by the Monash Medical
Centre, and the salary of a library clerk is met from Biomedical
Library staff funds.

The new staffing arrangement appears to be working well, and
providing a satisfactory level of service to Monash staff and
students located at the Centre.

Plans are proceeding for the relocation of the Prince Henry's
Hospital to the Clayton campus, and the upgrading of bed numbers at
the Moorabbin site. A formal committee structure has been set in
place to plan the integration of library resources, staff, and
services, as well as formulating policy. The Biomedical Librarian is
a member of this committee.

In December 1987 the Biomedical Librarian prepared a report on the
Box Hill Hospital Library, which is to become an affiliated teaching
hospital to the Monash Faculty of Medicine in 1989.

There was no progress in 1987 toward library affiliation with Alfred
Hospital, although the medical and nursing libraries at that
institution have now been physically combined.

3. STOCK

3.1 BUDGET
The initial budget allocated to the Biomedical Library at the
commencement of 1987 was AUS $584,500, of which AUS $526,000 was set
aside for periodicals, leaving AUS $58,500 for monographs, including
multiple copies for student use. In August a further sum of AUS
$30,000 was added to the Biomedical Library budget, making the total
for 1987 AUS $614,500. It was proposed that this supplementary
amount would be used towards periodical subscriptions.

3.2 MONOGRAPHS
Because of the uncertainty of budget committments for periodical
subscriptions, very few monographs were purchased. Items, such as
superseded editions of student texts at the Biomedical Library and
the sub branch at Alfred Hospital, have been written off during the
year. At the same time unique titles no longer required at the
Alfred Hospital sub branch have been transferred to the Biomedical

Library. The actual monograph collection has therefore remained static.

3.3 PERIODICALS

Extensive journal cancellations were foreshadowed in 1986, to meet the budget shortfall. Early in 1987 lists of the journals for which the Biomedical Library held subscriptions, with the two most recent subscription prices (usually for 1986 and 1987) were circulated to departments to which they were considered to be of primary importance. From information received back from the departments a list of possible cancellations was drawn up for discussion. After much consultation 301 titles were cancelled, 254 at the Biomedical Library and 47 at the Alfred Hospital sub branch. These subscriptions amounted to AUS $70,000. The injection of AUS $30,000 in August which had been mentioned earlier in the year enabled the Biomedical Library to retain a number of titles whose cancellation had been disputed by departments other than those to whom they had been considered of primary importance.

The magnitude of the effect of such a cancellation exercise cannot be stressed too strongly. The journal collection has been cut by approximately 15%, and the serious consequences on the research of the departments served by the Biomedical Library cannot be over emphasized. The members of the Biomedical Library (Advisory) Committee have always placed high importance on the journal collection, which has been preserved in some measure at the expense of the acquisition of monographs. In 1988 it will be essential for funds to be channelled into the purchase of monographs.

4. LOANS

Again there has been a decline in the number of loans recorded. There are several factors which account for the drop in statistics in the various categories at Alfred Hospital. Class sets of pathology slides which were kept by the library and treated as short term loans are now kept in the multi-purpose laboratory, following changes in the curriculum. In 1984 a new curriculum was introduced by the Faculty of Medicine, and the clinical component was first taught from 3rd term in 1986. 1987 was the first full clinical year of the new curriculum and it appears there has been a different emphasis in teaching methods. An increase in the number of honours students in the Department of Pathology and Immunology has been partly responsible for higher staff loans.

In both the Biomedical Library and the sub-branch requests for loans by outside libraries have fallen. This is partly attributable to a decision by libraries to introduce a $6 fee for lending monographs, and to increase the cost of providing photocopies from $3 to $6. On the other side loan requests by the Biomedical Library to outside libraries have risen sharply. This no doubt is a direct consequence of the inability of the Biomedical Library over the past five years to acquire important new journal titles. The cost of acquiring these loans might profitably be offset by taking out a subscription to often requested journal titles. New areas of research have been initiated by departments without the Library being able to provide journal support, which has contributed to the increase in outside requests.

It has not been easy to isolate the reasons for the fall in statistics at the Clayton campus. The lack of finance to purchase multiple copies of student texts may have encouraged students to purchase their own copies, which possibly accounts for the drop in short term and reserve loans.

There continues to be a steady flow of items between the Biomedical Library and its sub-branch, which is not shown in the general statistics, but is as time consuming as obtaining a loan from another library.

BIOMEDICAL LIBRARY TOTALS

	1986	1987
Student loans	35,140	34,593
Short term loans	26,002	20,738
Staff loans	21,121	21,322
Loans to outside libraries	10,056	8,840
Internal/Reserve loans	16,876	15,201
	109,195	100,694

Break up of loans is as follows:

Campus

	1986	1987
Student loans	32,032	32,401
Short term loans	19,657	17,937
Staff loans	11,684	10,924
Loans to outside libraries	6,936	6,421
Internal/Reserve loans	15,487	13,985
	85,796	81,668

Alfred Hospital Sub-branch

	1986	1987
Student loans	3,108	2,192
Short term loans	6,345	2,801
Staff loans	9,437	10,398
Loans to outside libraries	3,120	2,419
Internal/Reserve Books	1,389	1,216
	23,399	19,026

Interlibrary loan borrowings

	1986	1987
Biomedical Library (Campus)	2,486	3,627
Biomedical Library (Alfred Hospital)	516	792
	3,002	4,419

In addition 3,597 items were lent between the Biomedical Library, its sub-branch at Alfred Hospital, and its collection housed at the Monash Medical Centre at Clayton.

5. ACCOMODATION

After the closure of the Queen Victoria Medical Centre in Lonsdale Street in July, shelving which had been in the old sub-branch library was returned to the Biomedical Library. As this was standard imperial Monash shelving, it was utilised in extending the shelving for monographs on the ground floor of the Library, and in the 3rd floor stacks. The folio collection has been moved to the ground floor, and the collection more evenly spaced to allow for the modest growth in monographs anticipated in 1988.

By discarding some material held in duplicate in the University Library system it has been possible to allow for some extra shelving for storage in the 3rd floor stacks. However space is at a premium on each floor, and the Library as a whole needs to look at co-operative storage, either on or off campus, to house older runs of journals and other little used material, to make the best use of the open access areas available.

6. REFERENCE AND COMPUTERIZED INFORMATION SERVICES.

6.1 REFERENCE ENQUIRIES.

	Phone	Desk	Total
Directional	134	1297	1431
Reference	536	3986	4522
	670	5283	5953

This is a slight decrease (3%) on desk figures for 1986, although phone queries have increased. Many reference queries are answered by loans staff when the reference desk is unmanned, and are unrecorded. If it were possible to man the reference desk over a longer period, a better service could be provided. This should be a high priority in forward Biomedical Library planning, and cannot be implemented without an increase in the reference librarian establishment, at least over the academic year.

6.2 COMPUTERIZED INFORMATION SERVICES.

Again in 1987 there was an increase in demand for online searches, which rose by about 20%.

ONLINE STATISTICS.

	1986	1987
Individual searches requested	242	291

Although MEDLINE was the database most often accessed, searches were made on 18 different databases, including principally BIOSIS and PSYCHINFO. Thirty of these searches were made on behalf of external users, which attracted a higher fee, and provided a modest income.

In June 1987 a microcomputer for online searching was installed. This has enhanced the services the Biomedical Library can offer, as it is now possible for searches to be downloaded for use by researchers on their own microcomputers.

This microcomputer was intended to be used for a variety of tasks as well as online subject information retrieval. These included word-processing, electronic mail use for interlibrary loans, and enquiries from the Australian Bibliographic Network (ABN). However the increase in demand for searches has placed a heavy workload on the machine, and a second microcomputer for word processing rather than subject searches is urgently required.

In December 1987, 214 SDI profiles were processed, mostly from the MEDLINE database. This is a 10% increase over the 1986 figure, and although time consuming is considered a most important component of reference service by both users and library staff, and should continue to be supported.

The Australian Bibliographic Network was used for interlibrary loan locations and reference enquiries on 868 occasions, which is identical to the 1986 usage.

6.3 COMPUTER ASSISTED INSTRUCTION

In 1987 a second microcomputer for computer assisted instruction was installed. To date only anatomy programmes and a library programme based on the bibliographic tutorial are available. However several other departments, such as Biochemistry are developing programmes, and it is expected that interest and usage will increase.

In March 1987 the Monash Medical Mothers Auxiliary donated $1,000 to the Biomedical Library. With the consent of the Auxiliary this has been put aside for future equipment and software purchases for computer assisted instruction and learning, including MEDLINE on CD-ROM.

There are many new products being developed and this is an area which will no doubt expand in the very near future, and for which provision must be made.

7. READER EDUCATION

Reader education programmes continued to have high priority in 1987. The opportunity to see all 1st year Medical students in a group tutorial, in a lecture slot allocated by the Anatomy Department has been most beneficial, as they are introduced to the Library and its services in the first week of term.

Psychology students are seen in a similar manner. It is more difficult to reach other 1st year Science students, as tutorials must be arranged in Orientation Week when there are many competing activities. 41 tutorials on the use of bibliographic tools were held for 2nd and 3rd year students. Demonstrations on online subject searching were given to Honours and post graduate students in all departments.

As all facilites were not available when the Monash Medical Centre opened, tutorials to 5th year students were conducted in the Biomedical Library after July. Earlier sessions were given at the Queen Victoria Medical Centre with assistance from the Library staff at the Centre.

8.LIBRARY SURVEY

As a result of the first library survey conducted in October 1986, it was evident that any reduction in hours would be most unpopular with staff and students. Patterns of usage in various time slots have been obtained as a result of that survey.
A decision was made in June for a second more comprehensive survey to be mounted, which would endeavour to ascertain the expectations of academic staff, postgraduate and undergraduate students on library services. This survey was undertaken in October 1987, and the data is still being analysed. The results of this survey should be useful in long range planning for the development of the library's services, and its future direction.

9.PROFESSIONAL ACTIVITIES

Biomedical Library Staff served on the following committees:

EXTERNAL COMMITTEES

Mrs. Fay Baker
(Biomedical Librarian)

: Consultative Committee of the Regional Medical Library Service of the Health Department of Victoria.
: Monash Medical Centre(Prince Henry's) Executive Library Committee
: Monash Medical Centre(Prince Henry's) Medical Library Committee
: Monash Medical Centre(Clayton) Library Committee
: Monash Medical Centre(STAGE II) Library Planning Committee
: Editorial Committee of the "Australian Health Review"

LIBRARY COMMITTEES

Mrs. Barbara Jacoby
(Deputy Biomedical Librarian)

: Advisory Committee on Staff Training(ACOST)
: Library Area General Staff Committee (LAGSA)
: Online Information Retrieval Services sub-Committee
: Library Use Survey Committee
: Library Automation Committee(OPAC sub-Committee)
: Hay Classification Scheme(Communicator) (for Biomedical and Main Library Staff)

EXTERNAL PROFESSIONAL COMMITEES
: LAA Universities and College Libraries Section

Mrs. Wendy Baldwin : Library Use Survey Committee
(Reference Librarian) : Library Ergonomics Committee

Ms Catherine Jordan : Acquisitions Systems Specification Group
(Reference Librarian) : Facsimile Machine Committee
: Library Automation Committee
(Cataloguing sub-committee)

Mrs Marjorie Eadie : Library Automation Committee
(Library Officer Grade II) (circulation sub-committee)
: Circulation Systems Specification Group

Mrs Joyce Minshull : Library Automation Committee
(Library Officer I) :(Periodicals sub-committee)

Mrs Jacoby attended the Online Conference held in Sydney in January 1987, and the American Library Association Conference in San Francisco in June 1987. Mrs Jordan and Mrs Baker attended sessions of the VALA conference in Melbourne in November 1987, and several library technicians attended for one day sessions of a three day Library Technicians' Conference held in October in Melbourne.

In addition several staff members attended staff development seminars and workshops conducted by the University's Staff Development Officer.

(Mrs) Fay Baker
BIOMEDICAL LIBRARIAN

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FB/GM

I. STAFF

After serving as deputy law librarian for fifteen years, Lee Poh York relinquished the position at the end of August. She performed her role with great charm and competence, and continues to do so as a reference librarian (part time). Rosemary Bunnage was initially appointed as acting deputy, and at the end of the year was confirmed as deputy.

For the first six months of the year, Rosemary Bunnage was seconded to the Law Faculty to explore the possibility of producing computer assisted instruction programmes for legal research materials. Her schedule was severely disrupted first by the premature departure of her temporary replacement, and then by illness of the law librarian. However, by the end of the year, CAI programmes on the Australian Digest, and Victorian legislation had almost been completed. Rosemary Bunnage conducted workshops on computer assisted instruction at the 1987 Australasian Law Schools Association Annual Conference, and at the Second Asian Pacific Special and Law Librarians' Conference.

At the end of the year the library successfully applied to have Mary-Ann Keily's position reclassified to Librarian 1, in recognition of her substantially increased responsibility for reference services in the library.

Library staff served on the following committees:

ACOST	Ted Glasson (Convenor)
Courses & Conferences	Ted Glasson (Convenor)
Ergonomics	Rosemary Bunnage (Convenor)
LAGSA	Mary-Ann Keily
Library User Survey	Ted Glasson
Online Information Retrieval Services	Ted Glasson

Ted Glasson was a member of the Expert Reference Group, established to assist the Court Library Review, a project funded by the Victoria Law Foundation to examine library services to the Supreme, County and Magistrates' Courts in Victoria.

II. SERVICES

Funding was received from the Law Faculty to capture detailed information on the materials held in the reserve collection, and to make it available via a microcomputer. The project should be completed by the beginning of the 1988 academic year.

The formal reader education programme continued in 1987, involving law library staff in considerable commitments of time giving tutorials at three levels as follows:

Legal Process	80 contact hours
Moot Court	39 contact hours
Honours & Postgraduates	15 contact hours

Statistics of inquiries received by the library for the ten months March to December were as follows:

INTERNAL

Directional queries	4,417
Reference queries requiring less than ten minutes of staff time	5,605
Reference queries requiring between ten minutes and half a day	1,642
Reference queries requiring half a day or more	13

EXTERNAL
(Phone and mail)

Reference queries requiring less than ten minutes	488
Reference queries requiring between ten minutes and half a day	156
Reference queries requiring half a day or more	3
TOTAL	12,3 24

This year, the library was able to staff the reference inquiry desk almost continuously during regular office hours, but there was still a considerable unmet demand for reference service during the evenings and at weekends. It is unlikely that much can be done to satisfy this after-hours demand with the present staffing levels. A survey of library users conducted during the year showed that the lack of an after-hours reference service was a cause of some dissatisfaction amongst those surveyed.

Bibliographical services to the wider legal community were provided by Lee Poh York, who prepared the annual index for the Monash University Law Review and was responsible for the 'Selected Reading' section in Freedom of Information Review. Mary-Ann Keily provided the data for MONASHFINDER, the index to comments on cases and statutes in the CLIRS database, and Ted Glasson compiled an index of articles on company law, for Company and Securities Law Journal.

III.   BUDGET

As in past years, the library received financial support from the Law Faculty ($6,000), and the Victoria Law Foundation ($15,000). In spite of this generous assistance, gaps are beginning to appear in the monograph collection, and although outside assistance has so far shielded the library from the necessity to make savage cuts in serial subscriptions, new subscriptions have had to be severely curtailed. The CTEC Review Committee in its 1987 report Australian Law Schools, said of the Monash law library that 'no weaknesses or deficiencies showed up by comparison with the other law libraries'. It is clear that unless the current level of funding for the law library is improved, this comparative level of excellence will not long be maintained.

Ted Glasson
Law Librarian

1.   General.
        In the history of library EDP at Monash, 1987 will be known as
"LAC (Library Automation Committee) year".   The processes of
enquiry and specification commenced in February;   closely involved
numerous library staff in different parts of the organisation;
necessitated 18 LAC meetings usually attended by several senior
staff from the Computer Centre, the University Administration and
the Library itself;   and culminated on November 24th in the issue to
potential suppliers of a <u>Request for Proposal for the supply of an
integrated library computer system</u>" for progressive delivery in 1988
and 1989.   In broader terms the hopes of library staff (and
probably library users), have inevitably been raised by all this
activity, possibly to unrealistic heights.   It is now to be hoped
that evaluation of incoming tenders and the conclusion of the
contract negotiations in March 1988 will produce a result that
justifies the commitment made by the University at large to the re-
equipment of the Monash Library.

2.   Section's role and future direction.
        The emphasis on planning and specifying a new integrated
system for the Library meant that further design and development of
SESAME, and other campus - based library systems practically ceased.
The direction followed since the McDonnell Committee took the
initiative, in 1986, has been to concentrate on the search for a
suitable ready-made system, in preference to the creation of one
locally.   Consequently, the EDP Section's role has changed from one
characterised by a heavy commitment to development, to one of
preoccupation with the maintenance, in running order, of existing
systems which now have a finite life.   Many of these are survivors
of earlier phases of development, and use concepts and equipment
badly in need of replacement and upgrading.   Recognition of this
situation is not a new phenomenon.   However, the Library's
resources have never, within an acceptable time-frame, been capable
of supporting the degree of redesign and re-equipment necessary.
                        It is to be hoped that not only will the
eagerly-awaited "new" system prove attractive to use and viable in
operation while still new, but that ongoing recognition will be
given to the need for concurrent upgrading and maintenance as it
gets older, and to making provision for its eventual replacement
when it finally gets too old.   This will require a greater degree
of financial commitment than has been made heretofore, perhaps even
at the expense of library materials, unless alternative sources of
funding equipment purchases are identified.   The rigid separation
of materials (books, periodicals, etc) and equipment-based funds
(for networking, computing, electronic storage and retrieval, etc)
seems increasingly inappropriate.

Combined with the changing role of the EDP section, has come a realisation that new organisational structures and lines of responsibility will be required for the future. Pending a proper examination of these issues, and without prejudicing future arrangements, it was decided to allocate the management function, involving work on the detailed specification for and introduction of the "new" system, to a temporarily appointed System Librarian outside the EDP section. This recognizes, in effect, that control of, and responsibility for, the "new" system is expected to move out of the hands of the EDP section more directly into the operating departments and branches of the Library. This reinforces an organisational trend already evident in some other libraries.

This development should leave the EDP section free to pursue important new directions in computing, which are not encompassed by the Library systems available on the market at present. The section will continue to facilitate the use of existing systems, while these are still needed, and it will also procure and sustain microcomputers for areas not specifically covered in the "new" system specification. It will also identify, evaluate, and test new information handling and processing resources lying outside the confines of traditional library systems, as well as assist in the building of serviceable links between systems used in the library, and those used elsewhere.

3.   Equipment Maintenance.
As a means of saving on recurrent maintenance expenditure, the section cancelled most of its contractual arrangements with equipment suppliers and agencies in 1987. This resulted in a saving of over $9000, but incurred some additional visits and follow-ups by section staff. The prospects of relying on supplier servicing when the "new" system comes in must be matched by appropriate budgetary provision, which could well amount to annual expenditure far in excess of what the library is accustomed to paying now.

4.   Microcomputers.
Ten new micro-computers were acquired for library departments in 1987. These were provided in response to requirements identified in 1986, which had to be carried over because of the library's financial crisis. The distribution of these machines, and appropriate software, around library branches and departments has greatly improved facilities for Word processing and Information services in particular. Perhaps equally important in the longer term, they have provided librarians with the opportunity to provide CD-ROM based services for the first time, and also to experiment with potentially useful software packages.

Uncertainty about the likely cost of equipment to be tendered for the library's new integrated system in 1988 made for caution in meeting requests for more microcomputers in 1987. Consequently unspent funds amounting to some $40,000 were carried over from 1987, with a recommendation to obtain more microcomputers (particularly for computer-aided instruction and other educational activities) in 1988 only after equipment requirements for the new integrated system had been met.

Monash University library has not aligned itself with those other Australian universities which supply micro-computers directly for the use of patrons in the library. Should this be contemplated in the near future some revision of budgets may be needed, as indications are that equipment money, other than for the new integrated system, will be scarce (using the present distribution formula) till 1990 at the earliest.

5. Staffing.

Phuong Nguyen left in November. She was our principal SESAME expert, whose knowledge of STATUS, and whose skill in developing the quite sophisticated ENVELOPE program that interprets the command structure, served us well.

6. Acknowledgments.

I wish to acknowledge the extra work which (despite plans to the contrary) inevitably fell on the shoulders of my staff during my absence on long service leave. Special tribute is due to Iris Radulescu in this regard. I also wish to mention the part played by Neil Renison in his capacity as Data Base Administrator, a function he fulfilled most competently and conscientiously thus relieving EDP section of many worries in data management.

P.R. Snoxall
15/1/87.

DATABASE ADMINISTRATOR

Annual Report for 1987

For eleven months of the year, the Database Administrator also acted as Collection Management Librarian for the Humanities and Social Sciences Library. This means there is less to be reported than might have been expected, but can be justified by the lull in systems and database development during the course of the Library Automation Committee's enquiries.

By the middle of the year, I was heavily involved in the work of the Library Automation Committee, including preparation of a report on options for retrospective conversion of catalogue records and acting as Secretary to the Committee. The Library Automation Committee finally concluded that the University should seek to install a commercially developed integrated library computer system. Acceptance of the Committee's report by the University led to a period of feverish activity by the Library and Computer Center at the end of the year. A Request for Proposal for the installation of a system was completed and despatched, and library staff prepared for evaluation of proposals in the New Year. At the end of the year I was appointed Systems Librarian and Project Manager, for one year initially. Arrangements for managing the database of the new system will have to be made, it is too early to determine whether the Systems Librarian would be able to cover this area on a permanent basis.

SESAME.

SESAME (the current Library Information Retrieval System), will have to continue to be maintained for at least one year. The orders component probably will have to be maintained even longer, especially if a satisfactory commercially developed Acquisitions module is not available. Fortunately SESAME has matured and settled down to a large extent and can be expected to provide reasonable service until it is replaced by a new system with more extensive capabilities.

Orders. The database of items ordered and received (MRF) grew from 135,447 records at the beginning of the year to 164,542 records at 31st December. The most significant development with this file during the year was a complete reload of the information retrieval database (MRF) from the order processing file (MIPS). This implemented improvements in the structure of the database (ie. segmentation by date) and in the description of processing status (on order, received, etc.). The new version of the database became operational in October.

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

BOOKLIST. BOOKLIST is a database of brief records on all books in the Hargrave Library collection and all periodicals in the Monash Libraries. It operates in the Hargrave library as a pilot public access information system and is also used to a small extent by library staff at other locations. The BOOKLIST database grew slowly from 83,453 records at the beginning of the year to 85,999 records at 31st December.

This was the first full year of public operation of this service, and while it is recognised that the service is necessarily limited, because of the brief nature of the records and the restricted scope (only Hargrave books and all periodicals), nevertheless it appears to have met our objectives and to be providing a useful service to patrons of the Hargrave library.

A summary of monthly usage of BOOKLIST in 1987 is appended as Table 2. Note that some caution should be exercised in interpreting these figures because all queries are counted, including repeated unsuccessful attempts to find something not there, mistakes, keying errors and so on.

Other Activities. In November I attended one day of the 4th VALA Conference, Information Futures.

Neil Renison
Database Administrator

18/1/1988.

Table 1. Summary of monthly usage of MRF (Orders) in 1987.

Month	Queries	Displays	Total
January	4403	2585	6988
February	5140	2761	7901
March	6171	2420	8591
April	4527	2373	6900
May	6818	3900	10718
June	8321	3304	11625
July	6489	2690	9179
August	6880	2661	9541
September	6705	2697	9402
October	7339	2911	10250
November	12940	5516	18456
December	3336	1491	4827
Total	79069	35309	114738

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Table 2. Summary of monthly usage of BOOKLIST in 1987.

Month	Hargrave Library	Other Users	Total Queries
January	5388	169	5557
February	8605	224	8829
March	35588	246	35834
April	26703	148	26851
May	21557	244	21801
June	24940	223	25163
July	25256	181	25437
August	18494	350	18844
September	25656	321	25977
October	21378	444	21822
November	10555	204	10759
December	4841	608	5449
Total	228961	3362	232323

L I B R A R Y   S T A T I S T I C S   –   1987

A.   STOCK AT DECEMBER 31, 1987

L I B R A R Y	TOTAL VOLUMES				
	Monographs	Periodicals	(Monographs + Periodicals) SUB–TOTAL	Microforms	T O T A L
H.S.S. (Main)	623,719	116,901	740,620	153,111	893,731
Special Collections	25,748	–	25,748	–	25,748
Hargrave	74,777	79,779	154,556	3,145	157,701
Biomedical (On campus)	49,045	69,666	118,711	1,125	119,836
" (Alfred Hosp.)	7,752	10,600	18,352	–	18,352
" (Monash Medical Centre)	2,795	4,313	7,108	–	7,108
Law	39,631	68,397	108,028	1,512	109,540
T O T A L	823,467	349,656	1,173,123	158,893	1,332,016

B.   1   ACQUISITIONS

	Monographs	Periodicals	Newspapers	Bound Volumes SUB–TOTAL	Microforms	T O T A L V O L U M E S
Purchase	24,974	2,806	–	27,780	2,541	30,321
Donation/Exchange	5,107	–	–	5,107	–	5,107
Binding	–	7,001	58	7,059	–	7,059
Transfers	(–) 22	22	–	–	–	–
SUB–TOTAL	30,059	9,829	58	39,946	2,541	42,487
Less Withdrawals	1,164	23	–	1,187	–	1,187
T O T A L N E T T I N T A K E	28,895	9,806	58	38,759	2,541	41,300

2   DISTRIBUTION OF STOCK CATALOGUED

L I B R A R Y	Monographs	Periodicals	Newspapers	Bound Volumes SUB–TOTAL	Microforms	T O T A L V O L U M E S
H.S.S. (Main)	25,172	3,628	58	28,858	2,458	31,316
Special collections	671	–	–	671	–	671
Hargrave	1,937	2,710	–	4,647	12	4,659
Biomedical (On campus)	473	1,225	–	1,698	–	1,698
" (Alfred Hosp.)	(–) 227	432	–	205	–	205
" (Monash Medical Centre)	(–) 314	90	–	(–) 224	–	(–) 224
Law	1,183	1,721	–	2,904	71	2,975
T O T A L	28,895	9,806	58	38,759	2,541	41,300

C. PERIODICALS

1

TITLES RECEIVED AT	BY SINGLE SUBSCRIPTION				BY ADDITIONAL SUBSCRIPTIONS				TOTAL ALL SUBSCRIPTIONS			
	Purchase	Donation	Exchange	TOTAL	Purchase	Donation	Exchange	TOTAL	Purchase	Donation	Exchange	TOTAL
H.S.S. (Main)	3,810	3,454	345	7,609	4	2	1	7	3,814	3,456	346	7,616
HARGRAVE	1,884	438	84	2,406	3	-	-	3	1,887	438	84	2,409
BIOMEDICAL	1,153	268	66	1,487	-	-	-	-	1,153	268	66	1,487
" (ALFRED HOSPITAL)	337	28	-	365	2	1	-	3	339	29	-	368
" (Monash Medical Centre)	77	28	-	105	2	1	-	3	79	29	-	108
LAW	1,605	406	24	2,035	34	16	2	52	1,639	422	26	2,087
T O T A L	8,866	4,622	519	14,007	45	20	3	68	8,911	4,642	522	14,075

2

NEW TITLES RECEIVED AT	RECEIVED BY				LESS SUBSCRIPTIONS CLOSED OFF				TOTAL NETT LOSS / GAIN			
	Purchase	Donation	Exchange	TOTAL	Purchase	Donation	Exchange	TOTAL	Purchase	Donation	Exchange	TOTAL
H.S.S. (Main)	69	224	9	302	84	111	9	204	(-) 15	113	-	98
Hargrave	16	4	-	20	57	12	3	72	(-) 41	(-) 8	(-) 3	(-) 52
Biomedical (On campus)	(-) 2	4	-	2	48	15	1	64	(-) 50	(-) 11	(-) 1	(-) 62
" (Alfred Hosp.)	-	1	-	1	-	-	-	-	-	1	-	1
" (Monash Medical Centre)	-	-	-	-	-	-	-	-	-	-	-	-
Law	34	17	-	53	31	7	1	39	3	10	1	14
	117	250	11	378	220	145	14	379	(-) 103	105	(-) 3	(-) 1

3

SERIAL CANCELLATIONS

		PURCHASE	DONATION	EXCHANGE	TOTAL
H.S.S.	EXCLUDING ADDITIONAL. SUBS.	239	-	-	239
	BY WAY OF ADDITIONAL. SUBS.	-	-	-	-
	INCLUDING ADDITIONAL. SUBS.	239	-	-	239
HARGRAVE	EXCLUDING ADDITIONAL. SUBS.	411	-	-	411
	BY WAY OF ADDITIONAL. SUBS	-	-	-	-
	INCLUDING ADDITIONAL. SUBS.	411	-	-	411
BIOMEDICAL	EXCLUDING ADDITIONAL. SUBS.	243	-	-	243
	BY WAY OF ADDITIONAL. SUBS.	11	-	-	11
	INCLUDING ADDITIONAL. SUBS.	254	-	-	254
" (ALFRED HOSPITAL)	EXCLUDING ADDITIONAL. SUBS.	41	-	-	41
	BY WAY OF ADDITIONAL. SUBS.	6	-	-	6
	INCLUDING ADDITIONAL. SUBS.	47	-	-	47
LAW	EXCLUDING ADDITIONAL. SUBS.	41	3	-	44
	BY WAY OF ADDITIONAL. SUBS.	-	-	-	-
	INCLUDING ADDITIONAL. SUBS.	41	3	-	44
TOTAL.	EXCLUDING ADDITIONAL. SUBS.	975	3	-	978
	BY WAY OF ADDITIONAL. SUBS.	.17	-	-	17
	INCLUDING ADDITIONAL. SUBS.	992	3	-	995

D. CATALOGUING

ADDED TO STOCK		TITLES Fully Catalogued	VOLUMES		
			Fully Catalogued	Special Collections	TOTAL
MONOGRAPHS	New Titles	25,598	25,598	671	26,269
	Added Volumes/Copies	-	3,790	-	3,790
	T O T A L	25,598	29,388	671	30,059
PERIODICALS	New Titles	353	-	-	-
	T O T A L	353	-	-	-
MICROFORMS	New Titles	315	315	-	315
	Added Volumes/Copies	-	2,226	-	2,226
	T O T A L	315	2,541	-	2,541
T O T A L		26,266	31,929	671	32,600

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Departmental Books Catalogued	509
Stencils Typed	312
Cards Run	3,317