

MONASH UNIVERSITY LIBRARY

REPORT

*by the*

LIBRARIAN

FOR THE YEAR

1969

## 1. INTRODUCTION

As was anticipated, 1969 was a year of advance, a year of strain, but the strain of rapid growth and of adaptation to a level of operation much more appropriate to what seemed suddenly to have become a large university. Financial support from the University was considerably increased, so that the intake of new volumes was raised by some 31 per cent; staff numbers were increased by 23 per cent, the Main Library suffered massive surgery during its extension, and at a most inconvenient time of year, and as a result of that extension, its entire stock was moved and a large portion of it re-classified. It is a tribute to the staff, old and new, that the change of location, the change of gear, were negotiated without loss of efficiency.

## 2. STOCK

56,980 volumes were added during the year, bringing the total estimated stock to 363,300.

## 3. STAFF

The total staff of the Library increased from 128 in December 1968 to 158 in December 1969.

## 4. FINANCE

The budget available to the Library for books, periodicals and binding totalled \$665,948, made up as follows :

|                                    |                  |
|------------------------------------|------------------|
| 1968 funds brought forward to 1969 | \$89,548         |
| 1969 original allocation           | 550,000          |
| Supplementary allocation           | 25,000           |
| Transfers from departmental funds  | 1,400            |
| Total available                    | <u>\$665,948</u> |

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

|                          |                  |
|--------------------------|------------------|
| Books                    | \$400,698        |
| Periodicals              | 142,105          |
| Binding                  | 46,509           |
| Exchange variations etc. | 1,992            |
|                          | <u>\$591,304</u> |
| Leaving cash in hand of  | \$ 74,644        |

Orders outstanding at the end of the year totalled \$159,701.

In addition to the sums mentioned above \$4071 was received in the form of donations, \$3260 was received from fines and \$6384 from vending machines and photocopiers located in the Library.

The very considerable increase in the funds made available for library purposes (\$575,000 as against \$439,780 in 1968) made it possible to increase the intake of current material nearly to the satisfaction of users, and to make some approach to the problem of building a basic collection, even in the face of mounting prices of books and (especially) of periodicals. It is unfortunate that this level of provision cannot be maintained, and indications are that book intake in 1970 will have to be quite considerably reduced.

## 5. BUILDINGS

During most of the year, the considerable extension to the Main Library was under construction; during third term this was progressively occupied while simultaneously alterations were made to the original building. It is to the credit of the builder and the staff that the dislocation of service was kept to a minimum, even through the aftermath of a flood (from a burst water-pipe) which put half a floor of the original building out of action in the middle of examinations. The Library was overcrowded throughout the year, but with co-operation from the builders, a really serious crisis was averted.

By December, the whole building was occupied, and the considerable section of book-stock (and the Periodicals Department) which had been banished to the upper floor of the Law School, were returned to their home.

The extension had been planned to allow for the Main Library's stock and services to be developed as two separate collections; the original concept of Undergraduate and Research Libraries was modified for a variety of reasons, mainly

budgetary, and the building was finally re-laid out as an open access collection and a stack. The dissection of the previously integrated collection, simultaneously with the move from the Law School, placed a very heavy burden on the staff. Though tempers were short by the end of the year, the operations were completed on schedule.

The Biomedical Library and Law Library found their new quarters generally adequate. The Hargrave Library is clearly under some pressure from increasing student numbers, and it is pleasing that an A.U.C. grant for an extension, even if less than is thought necessary, has been made available for the next triennium.

Extensive modifications to the Biomedical Library at the Alfred Hospital have relieved the very difficult conditions under which the staff have been required to work.

A handsome new library at Prince Henry's Hospital, designed in conjunction with the Monash Library, was opened during the year. This will be jointly staffed, and jointly supplied with stock. The arrangement is only semi-formalized, but if successful should provide a valuable example of library co-operation.

## 6. ACQUISITIONS DEPARTMENT

**Staff :** To cope with the spending of the substantially increased book budget reported elsewhere, the number of staff rose from twenty-four to thirty, of whom two are part-time. The effects of the increase can be clearly seen in the statistics of the next paragraph.

| Orders                                  | 1968       | 1969         |
|---|------------|--------------|
| Number of book orders placed            | 25,127     | 32,240       |
| Volumes forwarded for cataloguing :     |            |              |
| Purchased                               | 30,444     | 40,010       |
| Gifts                                   | <u>596</u> | <u>1,125</u> |
| New Periodicals ordered                 | 929        | 910          |
| Monograph series standing orders placed | 243        | 198          |

It may be noted that a staff increase of approximately 25 per cent produced a 28 per cent increase in book orders placed, and a 35 per cent increase in the number of volumes handled. The figure for book orders placed includes 1537 orders (nearly 5 per cent of the total) placed for teaching departments, and not for the library itself.

New standing orders include a blanket order with a leading Australian library supplier for one copy of every significant new Australian book. These come "on approval", but the great majority are retained.

**Exchanges :** At the end of 1969 the Library exchanged publications with 206 institutions in forty-six countries, an increase of fifty-six and four respectively. The number of periodicals received on exchange rose by sixty-eight to 311; those despatched rose by ninety-three to 305, including some for which monographs are received, mainly these. Of these, a total of 755 was received during 1969, as well as 492 monographs selected from duplicate lists.

Some difficulty was experienced in the exchange of the University's own periodicals such as *Komos* and *Apeiron*, and, to a lesser degree, the *Australian Journal of French Studies*, because of the lag in publication.

**Gifts :** The number of titles received as gifts during 1969 was 3923, including several gifts of over 100 volumes each. Considerable progress was made during this year in recording the pre-1965 backlog of gifts, leaving only a few hundred to be dealt with.

At the end of 1969, a large collection of duplicates was sent to Mannix College as a start for their own library.

**General :** The completion of stage II of the Main Library building made it possible to move out from the Acquisitions Department several thousand volumes of uncatalogued gifts. This greatly improved the provision of space for the staff, and this in turn led to a more comfortable and efficient department.

A proposal to computerize the department's basic operations had unfortunately to be deferred. Some progress towards this goal may be possible in 1970.

## 7. CATALOGUING DEPARTMENT

1969 was a year of considerable stress for the Cataloguing Department as in addition to the task of keeping up with a greatly increased current intake a major programme of revision and relocation of material already catalogued had to be undertaken.

**Staff :** The Department began the year with a staff of twenty-five full-time and three part-time members. By March it was increased to thirty-five full-time and three part-time members. These numbers remained constant until the end of the year. The Department was very fortunate in the calibre of its staff in 1969. The ready co-operation of each member made it possible to meet a number of difficult situations.

**Statistics :** During 1969 a total of 76,668 volumes were dealt with by the Department. Of these, 22,934 were new titles catalogued, 21,952 monographs and 982 serials; 37,934 monograph and serial entries were revised. 15,800 multiple copies were added to stock.

In the corresponding period for 1968, 39,949 volumes were dealt with of which 21,221 were new titles (19,969 monographs and 1,252 serials). 7,352 monographs and serial entries were revised.

Until November the Department more than kept pace with the current intake, even reducing the back log in certain areas.

As November and December were almost entirely devoted to the revision and relocation of material previously catalogued the Department faces 1970 with at least two months' arrears in current cataloguing.

**Microfilms :** 606 reels were added to the microfilm collection which now totals 2,138 reels.

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

**Binding :** 3,129 books were sent for binding during the year.

**Departmental Collections :** As in the past, one member of staff has been permanently assigned to catalogue books for Departmental Collections. The total number of books catalogued during the year was 2,109. Although most departments co-operate in sending new books purchased to the Departmental Cataloguer to be catalogued there are still a number which do not participate in the scheme.

**Changes In Procedure :** During the year several major changes in procedure were introduced :-

**Precataloguing :** Junior and less experienced members of staff were assigned to pre-catalogue all books received. These books are checked against the catalogue, authors' full names are established, new titles are searched in the Library of Congress National Union Catalogue, the British National Bibliography or the Australian National Bibliography, Draft cards or photographed copies of Library of Congress entries are passed on with the books to the cataloguers. Junior staff have received useful training and the work of senior staff has been speeded up.

**Filing Of Order Slips In The Shelf List :** For some months the order slips received in all books sent up by the Acquisitions Department have been noted with their call numbers and filed into the shelf list as temporary shelf list records. They are withdrawn when the permanent shelf list cards are filed and returned to Acquisitions. The system has provided a check against duplicate call numbers, is a useful location tool for material during processing, and gives the Acquisitions Department a location symbol for all books catalogued.

**Catalogue Information For Computer Listings :** To ensure consistency in the citation of all titles included in the computer-produced listings for *Student Recommended Reading* the Department has agreed to supply Readers' Services with correct cataloguing information. When the form of entry chosen for the catalogue differs from that entered on the order slip advice is sent on. Any change in call numbers or copy statements are noted also.

**Replacement Copies :** The re-ordering of multiple copies found to be missing at the time of the *Student Recommended Reading* stocktake has always posed problems for the Department. Typically, copies listed as missing subsequently re-appear and there have been many instances of duplicate copy numbers.

Replacement copies are now marked with the copy number followed by R. This identifies all replacement copies and if missing books are found copy statements can be altered without confusion.

**Split Of The Main Library Collection :** Much of the work of the Department this year has centred round the division of the Main Library Collection into an open access collection and a stack collection. Many entries have had to be revised and many cards retyped and refiled.

The split was planned in two main stages. In May and June the transfer of all books listed at any time on *Student Recommended Reading* lists was accomplished. This involved the transfer of some 8,000 titles.

The second stage occupied the period from late October until the end of the year. Approximately 25,000 titles were transferred at this time. The sheer volume of work involved in this operation led to the suspension of all current cataloguing until the transfer was complete.

Relocation of material involves not only the alteration of cards but often an examination of the books themselves. After the transfer many hours must be spent in typing, checking, sorting and filing the cards. It will be some months before all records are complete.

**Elimination Of Brief Cataloguing :** The split of the collection has provided an opportunity to catalogue fully books which in the first years of the library's development could be listed only briefly. All books in the open access collection have now been fully catalogued and the number of "green card" entries for the stack collection has been reduced considerably. It is a possibility that by the end of the coming year they may be replaced entirely, and a considerable source of error and difficulty removed.

**Roneotronic 400 Electronic Stencil Cutting Machine :** This machine, purchased in December, has been used with success to cut stencils for cards where the relocation process involves little alteration to existing cards. Four cards can be

scanned at a time and the stencils cut simultaneously.

The chief advantage of the machine lies in the elimination of the time spent by typists and cataloguers in checking and correcting typed stencils.

The new machine should have many uses after the split of the collection is completed.

## 8. RARE BOOKS

The Rare Book Collection grew from 7,477, in 1968, by 1,100 volumes to 8,577 volumes in 1969.

In 1969, the Rare Book Room moved from its overcrowded temporary accommodation to its permanent quarters in the new wing of the Main Library, allowing more of the Library's rarities to be kept under security as well as providing better conditions for the preservation of those already in the collection. The provision of a small reading room should add to the comfort of its users.

It then became possible (and necessary) to move the Swift Collection into the Rare Books area. The accessibility and usefulness of the Swift Collection has been greatly increased by publication of Dr Harold Love's *The Monash Swift Collection* which includes a complete listing of all the items included in the collection at the time of publication.

The Printers' and Date Files for all catalogued books, published before 1800, was completed during the year.

Two items acquired during the year deserve special mention : IZAAK COMMELIN (Editor) – *Begin ende voortgangh van de Vereenighde Nederlandsche geocroyeerde Oost-Indische compagnie . . . 1646., 2v.*, which contains valuable original descriptions of early voyages with 154 plates and maps illustrating both the life of the seafarers and the natives of the period; and VOLTAIRE, -- *Oeuvres completes . . .* (Kehl), 1784–89, 70v. A very beautiful and the most complete early edition of the collected works. Printed with Baskerville type and illustrated with plates by J. M. Moreau, distributed throughout in this copy though originally issued separately.

## 9. SERVICES TO READERS – LOANS STATISTICS

Loans : (1968 figures are in brackets for comparison)

|                               | Staff                      | Student                     | Student<br>Over-<br>night   | Inter-<br>Library<br>Loans | Total                        | Internal<br>Issues           | Total<br>Trans-<br>actions   |
|-------------------------------|----------------------------|-----------------------------|-----------------------------|----------------------------|------------------------------|------------------------------|------------------------------|
| Main Library                  | 31,970<br>(31,232)         | 47,525<br>(57,969)          | 84,623<br>(86,418)          | 2,721<br>(287)             | 166,839<br>(175,906)         | 80,425<br>(73,983)           | 247,264<br>(249,889)         |
| Hargrave<br>Library           | 22,083<br>(20,260)         | 22,260<br>(26,092)          | 8,605<br>(5,166)            | 1,228<br>(770)             | 54,176<br>(50,288)           | 22,511<br>(11,700)           | 76,687<br>(61,988)           |
| <b>Biomedical<br/>Library</b> |                            |                             |                             |                            |                              |                              |                              |
| Monash<br>Campus              | 18,104<br>(21,580)         | 16,263<br>(12,339)          | 4,602<br>(4,800)            | 1,521<br>(767)             | 40,490<br>(39,486)           | 20,455<br>(18,341)           | 60,945<br>(57,827)           |
| Alfred<br>Hospital            | 15,122<br>(11,960)         | 7,136<br>(7,847)            |                             | 1,195<br>(708)             | 23,453<br>(20,515)           |                              | 23,453<br>(20,515)           |
| Queen Vic-<br>toria Hospital  | 4,100<br>(3,565)           | 2,280<br>(1,295)            |                             | 331<br>(185)               | 6,711<br>(5,045)             |                              | 6,711<br>(5,045)             |
| Law Library                   | 2,128<br>(1,670)           |                             | 3,225<br>(2,217)            | 20<br>(15)                 | 5,373<br>(3,902)             | 11,722                       | 17,095<br>(3,902)            |
| <b>Total</b>                  | <b>93,507<br/>(90,267)</b> | <b>95,464<br/>(103,542)</b> | <b>101,055<br/>(98,601)</b> | <b>7,016<br/>(2,732)</b>   | <b>297,042<br/>(295,142)</b> | <b>135,113<br/>(104,024)</b> | <b>432,155<br/>(399,166)</b> |

| <b>Inter-Library Loans</b> | <i>Loans</i>         | <i>Borrowings</i>    |
|----------------------------|----------------------|----------------------|
| Main Library               | 2,721 (287)          | 3,180 (2,787)        |
| Hargrave Library           | 1,228 (770)          | 1,679 (1,708)        |
| Biomedical Library         |                      |                      |
| Monash Campus              | 1,521 (767)          | 1,982 (2,212)        |
| Alfred Hospital            | 1,195 (708)          | 1,419 (1,510)        |
| Queen Victoria Hospital    | 331 (185)            | 446 (238)            |
| Law                        | 20 (15)              | 271 (140)            |
|                            | <u>7,016 (2,732)</u> | <u>8,977 (8,595)</u> |

## 10. THE MAIN LIBRARY

1969 was a year of considerable change. The progressive completion of stage II resulted in the staggered relocation of most of the areas directly servicing readers and made possible, and indeed necessary, the long-intended division of the book stock into open and closed access collections. In August the catalogue and the reserve desk moved across, followed by the much enlarged Reference Collection, which now includes most of the bibliographies held by the Library.

The new foyer and catalogue hall are extremely pleasing to the eye and in general the new layout has proved very satisfactory. Unexpectedly the main staircase, now dramatically exposed to view, has proven a source of noise which has caused some irritation at the catalogue.

In November the Periodicals collection and the closed access collection of French and German literature returned to the Main Library from their temporary location in Law.

During third term teaching departments in Arts, Economics and Politics, and Education were consulted about the division of the collection and the open access material was selected. The physical division of the bookstock took place in November and December and was followed by a stock-take of the open access collection. This considerable amount of non-routine activity made great demands on staff time and patience and the smoothness of the whole operation reflected a high degree of co-operation and team-work by both Reader Services and Cataloguing personnel.

Loans for the year may be summarized as follows (1968 figures are in brackets for comparison).

| <i>Staff</i> | <i>Student</i> | <i>Student O/N</i> | <i>Total</i> | <i>Internal Issues</i> |
|--------------|----------------|--------------------|--------------|------------------------|
| 31,970       | 47,525         | 84,623             | 166,839      | 80,425                 |
| (31,232)     | (57,969)       | (86,418)           | (175,819)    | (73,983)               |

The loans system in operation in previous years had, as reported in 1968, exceeded its capacity and from July, 1969, a new system, utilizing computer facilities, was tested in the Main Library (for staff loans) and in Hargrave (for student loans). This system will be in full operation in the Main Library and Hargrave during 1970.

The installation of the two cent coin-operated photocopiers had a surprising effect on the average time for which reserve items were on issue, and at peak times daily reserve issues doubled. It is possible that this also provides an explanation for the unexpected reduction in student loans during the year.

**Student Recommended Reading** : The computer-produced lists of student reading, in course order, were modified to allow for a record of the dates when each title was in maximum demand. This facility proved useful and the lists themselves continued to be in heavy demand. To reduce the time taken for students to consult particular course listings an additional daily listing of items on Reserve is planned for 1970.

A total of 15,107 monograph titles, representing 45,226 volumes were set for student reading during 1969. In addition 4,753 periodical articles were set. These were provided for students as photocopies in multiple sets, 11,898 copies in all.

**Reference Services** : The Reference section expanded considerably when it moved to its new location. During 1969 9,232 questions were handled by the Reference staff, an increase of approximately 40 per cent since 1968; 70 per cent of these questions involved bibliographic searching or the preparation of bibliographies. In addition Reference staff members gave special lectures and tutorials introducing some History and Modern Language classes to the bibliography of their subjects. This is an area of service in which a quite justified demand is growing, and for which special staff must clearly be provided.

**Photocopying** : As well as providing three coin-operated photocopiers for public use the Main Library produced 116,207 prints for staff and students. (The 1968 total was 158,340 prints).

**Periodicals Department** : The Periodicals Department extended its temporary quarters in the Law Library at the beginning of 1969 and as a result its operations during 1969, while carried out in conditions far from ideal, nevertheless proved much smoother than during 1968.

An additional 780 subscriptions were placed during 1969 bringing the total of current subscriptions as at

December 1969 to 7,523. A total of 3,480 volumes was bound for the Main Library during 1969 (2,553 in 1968).

A new edition of the computer-produced list of periodicals currently received was photolithographed and published during August. Copies of this list were issued to all teaching and administrative departments and to most Australian libraries.

**Staff :** The Reader Services Department commenced 1969 with forty-two full-time people distributed as follows :

|                              |    |
|------------------------------|----|
| Administration               | 2  |
| Reference/Inter-Library Loan | 5  |
| Circulation                  | 3  |
| Student Reading              | 11 |
| Attendants                   | 12 |
| Periodicals                  | 10 |

In addition there was one casual full-time appointment as an attendant and a fractional 5/7 appointment in Student Reading.

This staff operated under a very heavy work load during 1969 and at times service was maintained only by the working of considerable overtime hours. This in turn was compensated by "time in lieu" taken during vacations which made inroads on the time available for vacation "housekeeping" jobs.

The Library is grateful for the regular attendance on Friday afternoons of unpaid library school students doing their "practical work".

## 11. THE HARGRAVE LIBRARY

The year was one of steady progress rather than spectacular changes. An event of some significance however, was the giving for the first time of formal instruction to undergraduates, in the use of the library. The need for this sort of instruction has always been apparent, but it became essential when the Engineering Faculty began to set library exercises for 2nd year students. As the trend toward ensuring that students graduate with some ability to use sources of information continues, it will be necessary to improve staffing in the reference area if adequate services are to be maintained.

The A.U.C. gave approval for a small extension to the building in the 1970-72 triennium to accommodate an increase in the planned number of sciences and engineering students. Although planning has begun, it is unlikely that the extensions will be available before late 1971. By this time there will be some strain on seating accommodation as the seating ratio falls well below the planned one seat to four students. Seating in 1969 was adequate except at particularly busy periods. Shelving space available continues to be adequate.

By the end of 1969, the library contained 48,957 volumes, an increase of 6,749 over the previous year. Monograph additions totalled 3,629 and periodicals 3,120. Periodical subscriptions numbered 1,658, an increase of 105 in 1968. The rapid increase in periodical costs gives some cause for concern. Apart from the expected annual price increase of over 10 per cent, the number of new titles published continues to rise. There is therefore a rapid increase in the proportion of the budget allocation being spent on periodicals. If the present trends continue for the next five years, the whole of the funds available will be absorbed by periodicals. The only alternative will be a deterioration in the quality of the periodical collection.

Statistics for internal lending services are given below, with those of 1967 and 1968 for comparison :

|                | 1967          | 1968          | 1969          |
|----------------|---------------|---------------|---------------|
| Student 1 week | 20,401        | 24,092        | 22,260        |
| overnight      | 13,839        | 5,166         | 8,605         |
| Staff          | 17,616        | 20,260        | 22,083        |
|                | <u>51,856</u> | <u>49,518</u> | <u>52,948</u> |

In addition, 22,511 issues were made from the reserve collection for daytime reading, almost doubling those of 1968. This reflects a growth in the size and importance of the reserve collection, and taken with the modest increase in student loan figure, may well indicate a trend towards reading in, rather than borrowing from, the library. The fact that the library was open on Sunday throughout the year may be a contributing cause.

A total of 1,228 items was lent to other libraries, while 1,679 were borrowed. In the latter part of the year, the number of books lent to other libraries exceeded those borrowed. This suggests a steady improvement in the usefulness of the library, not only within the University, but also to other libraries.

## 12. THE BIOMEDICAL LIBRARY

**Introduction :** The year under review was the first full year of operation of the Library in its new building. It is now possible to say that the Biomedical Library Building is not only an attractive addition to the University, but in general is working well in accordance with its designed function.

Naturally, some problems have arisen; for example, the noise level in the foyer is under consideration at present. This is partly a matter of student use of the area, but there would appear to be some acoustical improvements that might be made.

During the year the Biomedical Librarian was absent for six months on study leave. This leave was granted for the purpose of attending the Third International Congress of Medical Librarians and of visiting libraries, particularly having regard to Medlars and similar schemes in Europe, the U.K. and North America. Mrs F. Baker from the Hospital Sub-Branches deputised for Mrs Baillie during her absence and staff from the Biomedical Library was seconded to the Alfred Hospital Library.

During 1969 the Library penthouse was occupied by research students from other faculties and by the Victorian Universities Admissions Committee, access being via the back stairs of the Library. Future plans for developing the area have not yet been finalised but it is hoped that it may revert to Library use soon.

**Stock :** By the end of 1969 total stock in the Biomedical Library had risen to approximately 46,000 volumes.

With the movement back to the campus of little used or out of date material it is becoming increasingly difficult to give an accurate dissection of these figures as between volumes held in the Hospital sub-branches and those held on the campus. It is estimated that Alfred Hospital at present is holding about 13,000 volumes out of the total and Queen Victoria approximately 3,000.

Subscriptions to current periodicals rose to 1,010 on the campus (740 in 1968), to 466 at Alfred Hospital (440) and to 188 at Queen Victoria Hospital (181). The increased budget of 1969 and the reduction of duplication enabled many new subscriptions to be taken up.

**Changes In Procedures :** As reported in the previous Annual Report, a number of changes were made during 1968 in Biomedical Library procedures. Some comment can now be made on the effect of these innovations.

The restriction on borrowing of a number of the most used journals has proved acceptable to Library users; the Biomedical Library (Advisory) Committee has recommended that further journals be added to the list.

The move to rationalise multiple subscriptions, cancelling many second and third subscriptions, has not appeared to cause any undue loss of service; the system of inter-branch routing of the remaining copies has, with one or two exceptions, run smoothly. As mentioned earlier, these cancellations enabled subscriptions to be taken out to many new journals.

The experiment of leaving the spending of allocations in the hands of the Librarian rather than strictly with the teaching department worked well; at least there have been no complaints from the departments. From the "shadow" budgets kept by the Library no department was favoured beyond the figures set as reasonable. It was noticeable that the great majority of items asked for by Medical departments were found to have been already ordered on Library initiative. No book requested by a department was refused for lack of funds.

**Services : *Biomedical Library (Monash Campus).*** The Biomedical Library's loans for 1969 are set out with the previous year's figures for purposes of comparison.

|   | <i>1968</i>   | <i>1969</i>   |
|---|---------------|---------------|
| Student book loans                                  | 12,339        | 16,263        |
| Student overnight loans                             | 4,800         | 4,602         |
| Staff book loans                                    | 8,238)        |               |
| Staff bound journals                                | 4,098)        | 18,104        |
| Staff current periodicals                           | 9,244)        |               |
| Loans to outside Libraries                          | <u>767</u>    | <u>712</u>    |
|   | 39,486        | 39,681        |
| Internal (Reserve book issues)                      | <u>18,341</u> | <u>20,455</u> |
|   | 57,827        | 60,136        |
| Loans to (Monash) Alfred & Queen Victoria Libraries | <u>712</u>    | <u>809</u>    |
|   | <u>58,539</u> | <u>60,945</u> |



|                                    |               |               |
|------------------------------------|---------------|---------------|
| <i>Alfred Hospital</i>             | 1968          | 1969          |
| Staff book loans                   | 1,915)        | 15,122        |
| Staff periodical loans             | 9,945)        |               |
| Student book loans                 | 7,847         | 7,136         |
| Loans to outside libraries         | 708           | 1,195         |
|                                    | <u>20,415</u> | <u>23,453</u> |
| <br><i>Queen Victoria Hospital</i> |               |               |
| Staff book loans                   | 777)          | 4,100         |
| Staff periodical loans             | 2,788)        |               |
| Student book loans                 | 1,295         | 2,280         |
| Loans to outside libraries         | 183           | 331           |
|                                    | <u>5,043</u>  | <u>6,711</u>  |

**Inter-Library Loans :** The figures for inter-library loans in 1969 are as follows. For purposes of comparison 1968 figures are included in brackets.

|                         | <i>Requests</i> | <i>Borrowings</i> |
|-------------------------|-----------------|-------------------|
| Biomedical Library      | 2,269           | 1,982 (3,052)     |
| Alfred Hospital         | 1,481           | 1,419 (1,400)     |
| Queen Victoria Hospital | 508             | 446 (270)         |
|                         |                 | (654 in 1967)     |

**Photocopying :** The photocopying machines provided for public use both in the Biomedical Library and at the Alfred Hospital have proved to be extremely popular. A heavy load of this type of work has been taken over from the Library. Nevertheless 52,638 pages of photocopying were still done on request by the Library, 40,361 of these being processed on the campus, and the remainder at the sub-branches.

**Hospital Libraries : Alfred Hospital Library :** At the beginning of the year, the long-planned relocation at the Monash Medical School of the Alfred Hospital Library was carried out. This did not result in any extension of space but it brought book holdings into one area and consolidated and extended staff working areas. It also resulted in a more pleasant reading area. Hours were extended until 6 p.m. on weekdays to permit more people to visit the Library after lectures. The store room downstairs is proving adequate and little-used material is being returned to the campus.

**Queen Victoria Library :** This Monash library operated quietly and uneventfully during 1969 with no major problems. The return of some back holdings to the campus facilitated an easy absorption of new acquisitions.

**Prince Henry's Hospital Affiliation :** The new joint library at Prince Henry's Hospital was completed during the year and the Library moved into it. By the end of 1969 a working agreement was reached for a joint library approach as between the Hospital and Monash University.

The offer by Monash University of some junior staff assistance was accepted and this is to take effect early in 1970. Not only are plans under way to house a number of Monash books in the Prince Henry's Hospital Library, but periodicals from Monash Libraries are being regularly displayed at the Prince Henry's Hospital Library.

University departments at Prince Henry's Hospital will now have a library on the premises which can deal with their immediate requirements and act as a liaison with the Biomedical Library and other libraries. On the other hand the material deposited by Monash in the Library will enrich and expand the Hospital Library.

**Psychology Department :** The proposal mentioned last year to transfer all psychology periodicals and the relevant sections of monograph stock from the Main Library to the Biomedical Library was put into effect during the year.

**Budget :** The budget for the biomedical Library rose from \$41,250 in 1968 to \$74,700 in 1969. This amount was fully committed by September.

At least half of the 1969 budget was spent on back sets. The addition of the stock so acquired has made a perceptible improvement in the Library, but a continuation of good budgets is needed to put the Library on a sound basis. It is a matter of some disappointment that the allocation for 1970 is not to be maintained at the 1969 level.

It is often overlooked that the spending of sums of this order involves much detailed planning and preparatory work.

The spending of the 1969 budget was achieved not without a great deal of effort by a depleted staff. It was not able to be done without cutting down on some services and allowing other work to accumulate. Special thanks are due to Mrs F. Baker and Miss A. Praetz who concentrated on selection and ordering of material.

**Exchange :** Work in this area dwindled to a minimum. This was one of the activities referred to above which, because of shortage of staff and the demands of acquisitions programme, tended to be relegated to a secondary place.

**Instruction To Students :** More than thirty tutorials were given to medical students in use of bibliographical aids and

further groups of Botany, Zoology and Physiology students were also instructed. A set of notes following on the tutorial material was prepared for the use of medical students. It is hoped that future plans for the use of the Library Penthouse will include a room suitable for taking these tutorials which are now an accepted part of the year's work.

**Staff :** Once again, as in 1968, staff numbers were not increased in 1969 despite the doubling of the budget and an increase in the number of students using the Library. Concern is not only about the overall numbers of staff but also the low level of training at which staff appointments can be afforded at a time when the Library is ready for an expansion of services. This inevitably will have an adverse effect on the development of the Biomedical Library.

This matter will become more critical with the introduction of the Australian Medlars Service. The national investment in the Medlars project is ludicrously out of scale with the amounts of money being spent on staff capable of doing ordinary reference work in university medical libraries. In the present case, with the exception of the Biomedical Librarian on the campus and a Senior Librarian in the hospitals area, the Biomedical Library has no trained staff above Assistant Librarian Grade I, the very lowest rank of staff with any formal qualifications at all. It is clear that urgent consideration must be given to remedying this situation.

### 13. THE LAW LIBRARY

The year began with the implementation of the new Law classification scheme. After some minor adjustments, the scheme is now working well, and visiting Law Librarians have shown considerable interest in its operation.

It was also possible during the long vacation, with student help, to make a start on the noting-up of the major Australian and English reports.

A staff of nine was just sufficient to provide service for increased student numbers and, with the help of the Main Library Periodicals Department staff, temporarily in residence in the Law School building, to keep the Library open each weekend throughout the academic year.

During the year, 3,225 student overnight, and 2,128 staff loans were recorded. The Library borrowed 271 volumes throughout Inter-Library Loans Service, and lent twenty volumes to other libraries.

7,300 monographs and 25,600 law reports, periodicals, digests, etc., make up the Law Library's total holdings of some 32,900 volumes.

### 14. DATA PROCESSING

The introduction of data-processing procedures covering materials on loan from the Hargrave and Main Libraries represented the only major systems innovation in 1969, since as predicted earlier, it became difficult without additional staff to service existing systems at the same time as implementing new ones. However, arrangements were in hand by the end of the year, by dint of staff re-organisation, to improve the situation by the establishment of a small team comprising one Systems Analyst, one Programmer, and a Data Supervisor, together with part-time data-preparation personnel.

**Cataloguing :** A number of analyses of results yielded by various phases of the Central Cataloguing Project were made by staff involved in the work at Monash, as well as in other participating libraries: Project software has been developed for most of the tasks envisaged, including input, file arrangement, and listing of combined catalogue copy. The use of this software in actual production is not, however, within the terms of reference of the project, and any recommendation to this effect will be dependent on a number of authorities. Further project evaluation and assessment is proceeding, but it seems unlikely that more developmental computer work can be justified unless some regular joint production commitment is made concurrently to pay for it. Alternatively, the system could be installed initially at Monash and further development work could then be carried out wholly within this environment. Project analysis to date, however, indicates that installation of the system at Monash would be at best marginally profitable.

In other respects operations during 1969 provided some interesting observations.

**Student Recommended Reading :** The facilities provided for this collection continued to expand, in both volume and in variety. Each different product (e.g., list) from the computer file of citations to this collection performs a direct service either to Library departments, teaching departments, Main Library patrons, or an off-campus user (Monash Teachers' College). At the same time wider dissemination of this information creates a demand that it be kept more up to date, and it has become clear that the current pattern of weekly distribution is not adequate for all listings, e.g. of the Reserved Books. The production of more frequently updated listings of this relatively small but vital file is feasible for public display, but the possibility of widespread distribution of copy lists is more questionable. It seems likely that the provision of computer terminals can help to overcome the problem by making important Library files of this sort directly accessible to interested departments, at the same time permitting the Library more economically to publish current information

from the computer storage.

**Computer Facilities** : Assistance given by staff in Administration Data Processing and the Computer Centre proved invaluable during the year. In particular, mention should be made of the regular performance of jobs requiring an over-night schedule, and of initial experience with operational use of remote terminal systems, via the RTM facility.

**Computer Accounting** : A proposal to introduce a computing charge for campus users was discussed. If such a charge could be maintained at a consistent level over a reasonable period this could be of value, particularly to departments with regular work-loads. There seem to be potential dangers, however, in inhibiting experiment, in the possible allocation of computer times by factors other than the value of the project, and particularly in the inflexibility introduced into an environment such as the Library's, whose work-load is determined largely by its users rather than being under its own control. The proposal was still under discussion at the end of 1969.

A report on the possible uses of Library of Congress MARC tapes in Australian Libraries was submitted to the Council of the Australian Advisory Council on Bibliographical Resources in June 1969, by a specially-constituted sub-committee on which the Library was represented. The subject is to be further explored but in the meantime Australian libraries have shown little inclination to move in the direction of devising a compatible machine record, though there is a growing interest in the subject of computerised catalogues.

**Integrated Data Base Systems** : Discussion groups in the Monash Library have considered some of the implications for library processing and information services of improved computer techniques involving the design objectives of integrated data base concepts. It is evident that more work needs to be done in a formal sense on this topic, preferably in conjunction with other departments in the University, as well as with outside specialists.

## 15. CONCLUSION

The Library was heartened by the very practical support given it in 1969, and though the increased intake and the movement into its improved accommodation imposed strains, they were gladly accepted and willingly overcome. A new and much more reasonable level of accessions was established, giving promise that the Library can soon provide true backing, without need for apologies, to the teaching and research of the University. Even if the present level cannot be fully maintained, a pattern has been established from which, one hopes, deviations will not be major.

It is also heartening that pressures are noticeable in the University for an increase in the Library's service in two areas in which Australian university libraries have been traditionally backward: reference service and formal instruction in the bibliography of the subjects taught. The pattern is well-established that such demands tend to arise only where the taste for the services has been whetted; in a back-handed way they reflect a vote of confidence in the library concerned. It is clear that these are areas to be developed further in the near future.

The Librarian was absent on study leave for the greater part of the year. Despite some misadventures while abroad, he was able to visit a great number of libraries and returned convinced that the development of Monash University Library over its first ten years is not a matter for shame. He wishes to record his appreciation of the efforts of the rest of the staff during his absence and the absence of the Biomedical Librarian, Mrs J. Baillie, also on study leave for six months.

Special thanks are due to Mr T. B. Southwell for the admirable way in which he carried out the onerous duties of Acting Librarian during a year of such rapid expansion and consequent stress. To have kept the Library running smoothly at such a time, particularly in view of the building programme, was a very great achievement.

ERNEST CLARK  
*Librarian*