

AIR.

027.7945
m736R



PERIODICALS

10. SEP. 1990

PAMPHLET BOX

Monash University

Library

Annual Reports

1980

LIBRARY

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

Nineteen eighty was the year in which Monash University Library took into stock its millionth book. We try to be blasé about such a figure, insisting (rightly) that it is the quality, not the quantity of a library's stock that counts, but we are conscious that a small collection, no matter how well tailored to the needs of current research, can never have the width of interest to support on-going work. The challenge is before us; we can clearly no longer plead that we are an immature library in an immature university.

The book selected as the millionth was a fine incunabulum, *Mammotrectus super Bibliam* by Johannes Marchesinus (Venice, 1476), presented by the Friends of Monash University Library at an informal evening in March. On the same occasion Blackwells of Oxford - friends and major suppliers to libraries world-wide -, Monash's own bookshop, and the Monash Ex-Committee Club, who had, as committee members of the Monash Parents' Group become used to donating to the Library, all presented books of rarity, value, and visual delight. The occasion was a reminder, if reminder were needed, of how much the Library owes to its many donors, as well as to its friends in the book trade.

Other indicators of health were less encouraging, though even here the Library seemed to be suffering less than many other institutions. Costs of books and periodicals continued to climb, with available funds rising more slowly. The previous year's cancellation programme released enough to maintain the intake of books at a workable level; in areas where the cuts really threatened the viability of research work, most of the departments concerned made clear their concern by providing funds to back up their strong words. The position was difficult, but not impossible. There remains a serious problem, for now and the future. New periodicals are almost always sacrificed in favour of existing subscriptions to known titles - in the name of continuity we encourage this. But so do other libraries, and already we are finding that some already reputable, though recent titles, are simply not held in Australia.

Rationalisation of resources is a glib phrase we use to explain away shortages. Such a situation now exists in Australia, and our inter-library loan figures begin to point up its effects. In 1979 Monash was, second only to University of Adelaide, the largest lender, with 26,671 transactions; in 1980 the figure rose to 29,723. We borrowed 6,672, slightly more than in the previous year.

Loans within the University itself continued to increase, even though the user population remained almost static. The total was 640,358 as against 598,671 in 1979. Problems of overload and engineering failure at the Computer Centre at times made stressful what should otherwise have been fairly easy handling of the extra traffic. The loans system was extended during the year to the Law Library and, on a contract basis, to a further State College, at Burwood. An extension of the program allowed the system to be used as a stock-taking tool without the heavy labour cost usually required for the operation.

Use of on-line data bases, the Australian AUSINET; MEDLINE, mounted in Australia, though of U.S. origin; and the American DIALOG and ORBIT; continues to expand, though less quickly than had been hoped or feared. Library staff were involved as tutors in search techniques, not only for Monash staff, post-graduate and honours students, but also at a workshop conducted by the National Library. Extension of teaching to Honours students, at the beginning of their research life, is seen as particularly fruitful, and has been welcomed by the students themselves.

Reader education, for new students and for those commencing research work has been an important part of the Monash Library year for some time now. In 1980, and particularly at the Main Library, guided tours were conducted, and demonstrations given in an atmosphere rather like that of a product launching; 'Expo 80' was fun and attracted many more new students than was usual. In conjunction with this, audio visual package tutorials were prepared for many subjects, and presented either by Library staff or by subject lecturers briefed by the Library. The operation was generally rated highly successful, and our thanks must go to HEARU for their share in the design and production of the packages, and their help in evaluative studies of their effect. It is thought that some 4000 students were exposed to formal instruction of this kind or by more traditional methods, in the year.

The intake of new books was reduced though, as mentioned above, this was not to a dangerous level. The raw figures are alarming: total intake fell from 53,859 volumes in 1979 to 39,533 in 1980. These were made up as follows:

	<u>Books</u>	<u>Periodicals</u>	<u>Microforms</u>	<u>TOTALS</u>
1979	32,088	13,285	8,486	53,859
1980	22,237	10,116	7,180	39,533

The dramatic reduction in the figure for books represents an unfortunate fall of cataloguing throughput as much as of intake. The introduction of computer-assisted cataloguing through the CAVAL agency has been more stressful, and the learning period longer, than was expected; the attempt to maintain our card catalogue during the change-over period turned out to require virtual double cataloguing of many items, and machine produced cards themselves needed vastly more editing than was expected. Further, the Department suffered heavily from accidents, sickness and turnover of staff.

The card catalogue was closed toward the end of the year, and the first microfiche catalogues arrived. A considerable typing back-log was cleared, the new Anglo-American Cataloguing Rules are being absorbed, and the hope is that the period of frustration and worry is mainly over, and the staff can expect a time of consolidation. Development will, of course, continue, and experiments in on-line operation with the National Library of Australia are scheduled for the second half of 1981.

Development work of this kind has kept the EDP Unit busy throughout the year. The further expansion of the circulation system has been mentioned; first thoughts towards its updating or more likely replacement are now due. An improved budget procedure, to replace the version in use since the early seventies, is being developed, and re-specification of the Acquisitions system is beginning. Present systems are run on the Computer Centre's Burroughs 6700, soon to be phased out, and re-writing is necessary in any case, to a VAX 11/740.

To maintain purchasing of books and periodicals at a viable level it was necessary to reduce staff by some nine persons, which was achieved by natural attrition; further, many permanent officers were replaced, on leaving, by temporaries or casuals, in order to maintain flexibility. All areas were effected, and it is a tribute to the staff as a whole, and to the supervisory staff in particular, that the Library remained a friendly place, intent on service. There were problems in 1980, but there is a confidence that they can be overcome.

MONASH UNIVERSITY LIBRARY

ACQUISITIONS DEPARTMENT

ANNUAL REPORT, 1980.

1. General Comments.

1980 proved to be a stable year both in terms of the availability of funds and the ability of staff to meet needs.

A few bottlenecks were easily overcome by minor staff movement on an ad-hoc basis. The most consistent problem was posed by the less than reliable link between this Department's terminal and the Computer Centre. Even with a batch method the frequent losses of line due to technical and overloading problems sometimes reached a point causing serious concern.

In an entirely different sphere, technical problems of quite a different nature were experienced with regard to the airconditioning system, resulting at various times in a highly overheated or at other times very cold work environment. It goes without saying that most of these problems were eventually overcome.

2. Projects and Plans.

Three major projects were commenced during this year. The first commenced with the appointment of R.Cowen as COF Editor. Her task is basically to supervise the quality of the bibliographical in- and outputs of the COF (Current orders file), to correct major errors, and to develop and implement procedures facilitating the eventual merger of the COF in a new acquisitions data base. As a special project a standing orders audit was commenced.

The second project, concerned with a more adequate budget system, was commenced in the middle of the year, and its first phase became operative just in time for the closing of the current financial year's records.

The third project, likely to be a major one both in complexity and duration commenced with the formation of a small informal committee of senior acquisitions and E.D.P. staff aiming to draw up specifications for a new acquisitions system. The first meeting of the committee took place a few days before the end of the year.

3. Staff.

The establishment remained virtually static growing from 18 E.F.T. in 1979 to 19.1 E.F.T. in 1980.

The transfer to Acquisitions of the Junior Library Attendant (M.Flahavin/A.Lyons) accounts for the increase of one E.F.T.

Of the establishment 18 were full-time staff; the 1.1 E.F.T. part-time staff consisted of 3 persons - L.Emmett (permanent, 0.4), J.Ottrey (permanent, 0.1 approx.), J.Campion (casual, 0.6).

One long-time staff member resigned - Mrs.J.Leontini. Mrs.H. Kahan resigned as from January, 1980. M.Flahavin transferred to Reader Services. New staff were E.Hazeldine (February), P.Collins (July), A.Lyons (October).

Long time absences on long-service leave were A.Briedenhahn (Jan-April), N. Hock (Sept. - Dec.); J.Ottrey was away on sick leave for approximately three months.

4. Activities.

The total number of unit orders processed during the year was 27,651 representing an increase of 9.4 % over the preceding year. This increase can, at least in part, be explained by the inclusion of standing order parts in the statistics. The number of gifts received was very high but since not all of the material was fully processed the number of gifts actually accepted (3,523) compares not impressively with the preceding year's 5,166. It should be emphasised, however, that approximately 450 additional titles were processed and should by rights be included in the figure above.

The very high intake of gifts is due to the fact that the Library attracted very substantial gift collections of 860 volumes (Collins collection), 810 (Macedonian collection) and approximately 2,500 (Arthur Brown collection). It may be of interest to note that the first two named collections resulted in a duplication rate of 640 and 260 titles respectively. In the case of the Collins collection this represents almost 75%.

The ordering of gap fillers by the Periodicals Officer declined a little compared with the previous year. Approximately 410 orders were placed in 1980.

The E.S.C.M. scheme continues to be the most significant acquisitions source though there is once again a noticeable increase of direct orders and even antiquarian and OP ordering. Difficulties were experienced with some of the smaller (language) blanket order agents; some are still not fully resolved.

In summary, I can say without exaggeration that work pressure remained reasonably even, and high, throughout the year.

5. Conclusion and outlook for the future.

At a time of declining finances of university libraries, it may strike a surprising note that I can report a feeling of general satisfaction at the way things went during 1980 in this, our small world of **Acquisitions**. I feel well satisfied with both the quality and quantity of the work performed by my staff.

I look forward to the development of a new acquisitions system. This is not solely the result of my dissatisfaction with the existing system, but rather that a new system will hopefully put us in closer contact with both the bibliographical and general resources of other libraries and information centres.

I trust that I will be able to report on achieving that goal in my next annual report.

V. Wehner

V. Wehner
Acquisitions Librarian

February 5, 1981.

MONASH UNIVERSITY LIBRARYCATALOGUING DEPARTMENTANNUAL REPORT FOR 1980GENERAL

For the Cataloguing Department, 1980 was a time of continuous change and the change was by no means a smooth progression. Not only were there many instructions from CAVAL, but a number of these instructions reversed, or otherwise altered previous directives. This meant that Cataloguers were in a state of professional turmoil which has been very demoralizing.

Another depressing feature, which again was none of our making, was the eventual abandonment of the MONMARC series of programmes, which should have enabled the cataloguing of books without MARCprints with minimal extra trouble and coding. Expecting these programmes from March onwards, with diminishing hope and a growing backlog, did nothing to infuse optimism. We also learned, to our dismay, that seven tapes of AMRS requests had been wiped out at the Computer Centre. This meant that the expected MARCprints for hundreds of entries were not forthcoming. Due to this loss and to the fact that comparatively few of our orders for MARCprints at the time when books are ordered, are at that early stage in national databases, we need to resubmit both categories! At present we are awaiting a programme to be able to do this, and consequently have many books pending.

The knowledge that we had been cataloguing more than twice as fast (and sometimes three times quicker), in a manual system, was a hard pill to swallow.

However, in spite of all this extraneous trouble, Cataloguing staff have shown remarkable resilience and cheerfulness. The need, in 1981, is for time and opportunity to consolidate procedures and become familiar with the intricacies of the 19th edition of Dewey, A.A.C.R. II and the microfiche catalogues.

The card catalogues were closed at the end of the year and rearranged. This meant days of work moving cards back into alphabetical order, because many catalogue drawers are not interchangeable.

The typing pool also came to an end in 1980, after a splendid effort in which typists wiped out a nine-month backlog of stencils, duplicating and heading cards. It marked the achievement of a goal that had seemed impossible. Every member of the Cataloguing Department undertook an enormous amount of extra stencil checking, filing and filing checking, in order to get the vast numbers of cards into the catalogues by the end of the year. This, of course, caused a further slowing-down of cataloguing. The work of demolishing the typing backlog was helped greatly by the Cataloguing staff inputting to CAVAL entries which had already been catalogued for typing. This was in a way double (and non-statistical) work, but it left typists free to catch up on the backlog, without being inundated with more sheets daily.

Libramatic cards, although they improved considerably, still needed a great deal of editing and general work, to make them compatible with our catalogues. Two staff members had to spend a disproportionate amount of time on this job, which was very frustrating.

The Inventory Unit of three staff have had a busy year, finishing off the Plessey labelling of the Law Library and rectifying the many errors that arose. They have also had many reassignments of numbers, resulting from the borrowing of books which had no Plessey labels, from the stacks. These jobs, including stocktaking, were in addition to their normal work.

During 1980, 800 books were located urgently for people, a highly appreciated service. This number, is in spite of the necessary curtailment of the service to genuinely urgent requests for the last two months of the year. This was to enable Cataloguers to have time to get MARCprints for the books. The facility of a record for an urgently requested book appearing in the catalogue within two or three days, will not now be possible until the advent of on-line catalogues. A record takes from four to six weeks to appear in the CAVAL microfiche catalogues.

Training sessions were given to Cataloguing staff, on input to CAVAL, D.C. 19 and AACR II. The Cataloguing Manual is being entirely rewritten and the CAVAL A.A.C.R. II Options Manual will be summarized and issued to each Cataloguer. This will make the annotation of their copies of A.A.C.R. II a far quicker job. Explanatory sheets on difficult sections of A.A.C.R. II have also been issued.

At least 1000 books had to be transferred from the "M" collection to the "U" collection, or from Reference to "M". This entailed a great deal of work adjusting the Inventory, changing catalogue records, etc.

Monthly staff meetings continue to provide a forum for ideas and a discussion of problems, as well as acting as a safety valve.

STAFF

Five staff members left during 1980, including a Slavic languages expert - a particularly unfortunate departure. Their experience and expertise were a loss to the department.

One staff member was involved in a terrible road accident, one was on maternity leave and one had protracted sick leave. We have been fortunate in the calibre of our temporary staff, but the large number of part-time staff makes administration difficult.

Three of the typists will work at terminals, doing Inventory and CAVAL punching. One typist will remain as such and all of them will work at precataloguing when not fully occupied elsewhere.

Unfortunately Rare book cataloguing has fallen behind, due to the fact that one of the two Cataloguers (other than the Rare Books Librarian) is only half-time anyway, as well as being editor of the Bulletin, and the other has been on the sick-list for three months.

CO-OPERATION

1. Two R.M.I.T. students, a member of the Graduate Library School, a post-graduate student from Ballarat C.A.E. and a schoolgirl, were given training and instruction ranging from general work experience to specific and technical assignments. This was undertaken by a senior Cataloguer.
2. A member of the Aboriginal Centre spent an afternoon a week for two months in the Cataloguing Department, learning the rudiments of cataloguing.

3. Arrangements were made for the showing of four L.C. video tapes on A.A.C.R. II to any staff member who wished to attend. The four showings over two days were very well patronized.
4. Cataloguing Department staff were the chief speakers at a very popular A.C.O.S.T. Seminar on the Catalogue. It proved an eye-opener to many staff members who had no idea of the complications and frustrations of tailoring cataloguing to a network, while still trying to give the service expected by Library users. The many questions pointed to areas of ignorance, which we hope to eliminate with articles in the Library Staff Bulletin and possibly further seminars.
5. Our "Catalogue discrepancy box" for queries by staff from other departments, continues to have frequent use and we expect this to increase with the microfiche catalogues. The queries are dealt with daily.

CAVAL

We are expecting the delivery of a reader-printer which should speed up proceedings considerably. It will mean copy cheaper than that from the Polaroid camera and infinitely quicker than writing out entries.

The A.V. Department kindly lent us three fiche readers during the vacation and these have been invaluable.

Authority control, which has obviously been necessary all along, is only now beginning. Even so, it is only a name authority - subjects, series, etc. are not to be attempted yet.

We are expecting CAVAL to allocate us a section of the alphabet of the CAVAL union catalogue. This must be checked with L.C. Name Headings and those found will be coded for CAVAL. It is estimated that the task will take two staff members at least nine months.

One of the biggest problems faced by the Cataloguing Department is to cycle work and get it batched to fit in, not only with the CAVAL monthly cycle, but also with the various Monash operations. This also entails keeping a meticulous and detailed log.

If the Cataloguing Department is given a time of necessary consolidation, there is no reason why output should not rise steadily from now on.

Barbara Tapply

Barbara Tapply,
Cataloguing Librarian

HUMANITIES AND SOCIAL SCIENCES LIBRARY

ANNUAL REPORT, 1980.

1. Introduction
2. Stock
3. Organization and staffing
4. Reference and On-line information services
5. Reader education
6. Student reading
7. Loans and Inter-library loans
8. Audio-Visual and Microforms
9. Periodicals
10. Government Publications
11. Rare Books
12. South-east Asian Collection
13. Other services and activities
14. Staff development and continuing education

SUMMARY

1. Introduction. Quality and quantity of service to library users can only just be maintained at a level appropriate to a major university library with great difficulty unless staff numbers are increased.
2. Stock. The rate of acquisition decreased over that of previous years, largely because of higher prices and tight budgets.
3. Organization and Staffing. A new Subject Librarian for Humanities and Psychology was appointed. Overall responsibility for the Rare Books Department returned to the H. & S.S. Librarian from the University Librarian. A new Head Attendant was appointed. An internal report on professional staff gradings etc was made to the University Librarian.
4. Reference and On-line Information Services. Statistics on Reference and general inquiries were kept over the whole year. Comparison with trial periods in 1979 shows an increase in directional queries. 145 formal searches were made on computerized bibliographic databases. The Education Faculty were the highest users of this service.
5. Reader Education. A new Orientation concept was used, the Library Expo, and a new elementary reader education package used, administered chiefly by teaching staff. There is still a need for more later-year reader education.
6. Student Reading. Two new staff members joined. A weed was made of the ground and second floors, Undergraduate collection. The ground floor was rearranged to make space for the Reserve Room, and a stock take was made of the lower-ground floor. M.L.U.C. stated that 1st term lists should be in the hands of library staff by January 15th.
7. Loans and Inter-library Loans. All categories of loans to Monash borrowers continued to rise. Inter-library loans requests rose slightly, but overall, transactions showed a decline. This trend may be accelerated by the CAVAL reciprocal borrowing scheme.
8. Audio-Visual and Microform Services. Films. Total film usage declined over previous years. Taped lectures. Demand continued to rise. Microforms. Usage was marginally down.
9. Periodicals. Approximately 5% was cut from the H. & S.S. periodicals bill through cancellations. The Cost Movement Index is shown. A display rack for current issues was established. The Newspaper Room was rearranged to allow access only on demand.
10. Government Publications. ABS material was shelved in a separate sequence. A photocopier machine was made available. Work procedures were improved.
11. Rare Books. The collection now houses the millionth volume of the Monash library collections, an incunabulum, Johannes Marchesinus' *Manuotrectus super Bibliam* (1476) presented by The Friends of the Monash University Library, together with other important gifts. A number of important publications were given to the library's Rare Books collection this year.
12. South-East Asian Collection. Important archival material of 19th century history has arrived. Pamphlet listing was updated.
13. Other services and activities. Four visually handicapped students were given special service. Training assistance for library technicians in the C.R.A.A. was arranged.
14. Staff development and continuing education. An end-of-year seminar was organized, and staff attended a number of workshops.

1. INTRODUCTION

An unremitting effort was made in 1980 to provide the level of service both in quality and quantity to all library users that could reasonably be expected of a major university library, but professional staff including myself feel that we did fall short of accomplishing this. Staff worked very hard, particularly with respect to the new reader education programme for first year students, but were hampered by absence and illness in the middle of the year. It is of concern that any needed upgrading of service, for example developing users' awareness of the microform collection, may only be won with great difficulty unless staff numbers are increased. If collections cannot be accessed readily and complemented with adequate levels of bibliographical and information services, then resources will inevitably be underutilized.

2. STOCK

The rate of acquisition of stock for the Humanities and Social Sciences collections decreased showing the effect of inflation and tight budgets:

YEAR	TOTAL VOLUMES				Total increase in Year	Periodical Titles Received
	Monographs	Periodicals	Microforms	Total		
1976	395,667	74,789	85,003	555,459	38,400	6,791
1977	418,151	79,753	93,689	591,593	36,134	6,706
1978	445,214	84,223	98,385	627,822	36,229	6,474
1979	468,693	89,126	106,250	664,069	36,247	7,074
1980	485,041	92,084	112,962	690,087	26,018	7,143

Table 1. H. & S.S. Collections

The Cost Movement Index shown later in Table 8 demonstrates the rise in prices from 1979 onwards.

Although Table I shows an increase over 1979 in periodical titles held, a detailed analysis highlights the significant decrease in the nett gain over the previous year, showing the effect of the periodicals cancellations made during 1980:

YEAR	New Titles Received by:			Sub-Total Received	*Titles no longer held.	Total Loss / Nett Gain
	Purchase	Gift	Exchange			
1979	265	194	67	526	315	211
1980	293	144	63	500	431	69

Table 2. Loss/Nett gain H. & S.S. Periodical Titles

* By cancellation of subscription or cessation of publication.

3. ORGANIZATION AND STAFFING

ORGANIZATION

The Deputy position in 1980 was ably filled by Tricia Naish and her balanced professional outlook coupled with a warm considerate nature was of great value to the H. & S.S. Librarian and to the Branch as a whole. Vivien Nash will be Deputy in 1981.

In 1980, overall responsibility for the Rare Books Department came under the aegis of the H. & S.S. Librarian. This Department is reported on in a later section.

STAFF

There were a number of staff changes during the course of the year. Five new staff members joined the Branch, and four staff transfers were made within the Branch or from other sections of the library system. Three M.A. in Librarianship students were given regular part-time employment in the Periodicals Department.

Tamara Anghie became Subject Librarian for Education following the resignation of Barbara McAndrew, and Robin Lenan joined the staff as Subject Librarian for Humanities and Psychology. Bruce Vine was appointed Head Attendant in September following the transfer of Kevin Jewell to the Loans Department. There were three new attendants: Jack Battersby, Russell Parratt and Matthew Flahavin.

Late in the year, an internal report to the University Librarian recommending some changes in professional staff grading, remuneration and the system of promotions was made by the H. & S.S. Librarian.

4. REFERENCE AND ON-LINE INFORMATION SERVICES

REFERENCE SERVICES

Early in the year, the Reference and Inquiry desks were placed in a more prominent position to allow easier access by users, and the size of the quick-answer reference collection was increased. At the end of the year in consultation with the Cataloguing Department, reference staff decided on a change in arrangement of the card catalogue to accommodate the microfiche catalogue in 1981.

Statistics on the use of the Reference service were kept over the year. A distinction was made between directional queries about the physical lay-out of services and facilities, borrowing privileges, and so on, and reference queries requiring librarianship skills such as knowledge of catalogues, reference books and so on. Compared with trial periods in 1979, in the first period, there was some increase in reference queries and a noticeable increase in directional queries, and in the second period the increase in directional queries continued and there was a slight drop in reference queries:

	May - June		Sept.	
	1979	1980	1979	1980
Directional queries	1,367	1,641	1,543	1,688
In-depth reference queries.	1,185	1,202	1,320	1,304

Table 3. H. & S.S. Information queries; two 4-week periods.

The more obvious positioning of the Inquiry desk may have resulted in the higher rate of directional queries in 1980, but the temptation is irresistible to suggest that this could also be attributed to some success of the library orientation programme in encouraging students to ask questions instead of stumbling fruitlessly and forlornly around the building. However the large number of directional queries handled over 1980, 19,347, shows how vitally necessary is such a programme. The total number of reference queries was 12,518. True figures for both types of queries are likely to be higher for at busy times it is not possible to keep accurate statistics.

The H. & S.S. Librarian, The Deputy University Librarian, the Periodicals librarian, and a part-time Master of Librarianship student all were called upon to maintain staffing levels of the Reference service during the year and to help bear the strain of a drop in professional staff numbers caused by illness, unavoidable absence, and a resignation during July/August.

The Senior Reference Librarian, Tricia Naish, organized a series of refresher seminars in various bibliographical areas given in-house by the reference staff, in November. She also helped to organize and contributed to a Reference Art Workshop run by the Reference Interest Group of Victoria in August, which was repeated in November.

ON-LINE INFORMATION SERVICES

In 1980 a total of 145 formal searches were carried out on the AUSINET, DIALOG and ORBIT bibliographic data base systems. A search was counted as one executed on a single system rather than on the number of databases accessed. Approximately 70% of the searches were made on AUSINET, the Australian Information Network. Staff and students of the Faculty of Education were by far the heaviest users of the on-line information retrieval service. Some interest was shown by members of the Faculties of Arts, Economics and Politics, and Law, particularly in overseas databases, and it is anticipated that this interest will continue to grow in 1981. About one-third of the formal searches were made for post-graduate students. The on-line facility was also used as part of the reference service for short, easily-defined queries, and whenever the available bibliographic databases were the most appropriate sources to consult.

During Orientation, short demonstrations of AUSINET were given, and these were also provided during the course of the year to teaching staff, and in some cases to tutorial groups.

In May, a three-day in-house AUSINET training session for reference librarians was conducted and organized largely by Tamara Anghie, who also tutored at a five-day session given by staff from the National Library of Australia in October for AUSINET users in Victoria. Tamara Anghie also took over responsibility for the regular maintenance procedures of the DIALOG and ORBIT services in addition to those for AUSINET. The H. & S.S. Librarian continued to serve as Convenor of the AUSINET Technical Sub-Committee.

5. READER EDUCATION AND LIAISON WITH ACADEMIC STAFF

The 1980 allocation of subject responsibilities among librarians was as follows:

Anthropology, Sociology, Social Work Music	Jeni Fernando
Economics departments	Vivien Nash
Education	Barbara McAndrew / Tamara Anghie
Geography, Visual Arts	Tricia Naish
History, Politics	Jim Cleary
Humanities, Psychology	Tamara Anghie / Robin Lenan

ORIENTATION AND PUBLICITY

A "Library Expo" was held during the Orientation period and continued for the first two weeks of term. The Expo took the place of guided tours of the building by describing services and facilities after the manner of a trade exhibition. An attempt to evaluate this approach and the elementary reader education programme, showed that of 1,151 students returning questionnaires, at least 659 had visited the Expo. The actual number of attendees is likely to have been higher than this, and the figure is well above the total number of students taking library guided tours in past years. However, the figure even as an indicator is still quite low considering the numbers of new students likely to be using the Main Library. Nevertheless, we are confident that this new approach is worthwhile and it will be used again in 1981.

Publicity activities to advertise Library Expo included giving printed invitations to students as they enrolled. The design of the invitations, courtesy Jack Missen, was also used on T-shirts worn by library staff. At the end of the year, all the H. & S.S. information brochures had been reviewed and redesigned, illustrations being created by a graphic artist provided by HEARU.

During 1980, the Reader Education Coordinator, Vivien Nash, was a member of the university's Joint Orientation Committee.

ELEMENTARY READER EDUCATION

A new programme to teach very basic library skills was introduced in 1980 based on a standardized package of overhead transparencies or slides, script, brochures and exercises, and designed to be administered by teaching staff for use in tutorial groups. We are very appreciative of the support shown by the majority of teaching staff involved in the programme and their patience with hold-ups and technical difficulties encountered, and look forward to continued support in 1981.

5.

Development of the programme was done in conjunction with teaching staff, and involved all the Subject Librarians and the H. & S.S. Librarian. Tricia Naish designed the draft model package from which the final teaching package was drawn and Vivien Nash was instrumental in directing much of the preparatory work (including Library Expo with which it is linked), co-ordinating staff and resources, and subsequently undertaking evaluation of it. Assistance was received from HEARU in coding, inputting and tabulating responses to the evaluation questionnaire, using the SPSS computer program.

Graduate library assistants participated with Subject Librarians in instructing students using the teaching packages whenever academic staff were unable for a variety of reasons to do so. 29 out of about 50 classes in History and 22 out of about 32 classes in Politics were given by library staff. Teaching staff in Economics, History, Geography, Psychology and Visual Arts ran their packages without direct library assistance.

By using the packages, basic information about the library was provided to many more students in a wider range of subjects than would otherwise have been possible given the limited number of library staff. The arrangement of class time fitted in better with the needs of both students and teaching staff. Over 80% of students responding to the questionnaire found the instruction to be useful, while 57% thought it important. About 10% found it "overwhelming, difficult or frustrating". A major problem still to be solved is how to avoid exposing students to undue repetition of library instruction, and conversely to ensure that no student misses instruction. A solution appears to rest on inter-faculty and library co-operation.

LATER-YEAR READER EDUCATION

68 classes were given by Subject Librarians to 2nd and later-year students. It is disappointing that not more than this could be done, particularly since it carries the implication that many students will graduate without any inkling of the vast resources of printed information that he or she could expect to be provided with by libraries or information centres, and consequently will be unaware of what constitutes a satisfactory service.

6. STUDENT READING

At the beginning of the year, two vacant positions in Student Reading were filled; one by transfer (Diane Sandford) and one by a new staff member (Dinah Leigh-Smith). The Stock Control Librarian, Jim Cleary, began reviewing the statistics on the use of the collections presently obtained through the library's computerized records, studied recent collection management literature and made a start on assessing our future statistical needs in this area.

In January, a weed was made of little-used books on the ground and second floors of the Undergraduate collection. At the end of the year, books on the ground floor were rearranged to allow space for the Reserve collection room which would be built there in 1981. A stocktake was made of undergraduate books on the lower ground floor at the end of the year.

During the year, in addition to rostered night duties, and various other tasks, the ten Student Reading staff members processed over 500 courses, some of which comprise a number of lists. This amounted to processing information on over 27,000 titles, and physically preparing over 6,500 books for Reserve. Over 17,000 photocopies were also held on Reserve in 1980. This is another area of the library's service where we rely heavily on teaching staff to provide reading lists well in advance of term, so that the books can be prepared for student use. The Main Library Users Committee (Meeting 4/80) stated that all reading lists for first term should be supplied to the library by January 15th each year. Details of any new titles to be used were required by 1st December of the previous year.

During the first 6 weeks of term 2,092 inquiries were handled at a special Student Reading inquiry desk adjacent to the Reserve desk.

7. LOANS AND INTER-LIBRARY LOANS

LOANS

In September, Kevin Jewell became Circulation Officer, following Sandra Blaney's resignation.

This year has seen some difficulties in the operation of the circulation system, principally because of some problems with the hardware and also because of processing problems encountered at the university's Computing Centre, which experienced very high pressure on its services from other sections of the university. Nevertheless, Loans figures continued to rise:

	1978	1979	1980
Staff and P.G. loans	73,322	79,968	85,763
Student loans	160,983	195,411	199,875
Overnight loans	107,670	104,195	114,744
Total loans	341,975	379,574	400,382

Table 4. H. & S.S. Loans to Monash borrowers

This rise in numbers of borrowings has been accommodated without raising the staff level in either 1979 or 1980. In addition, in August the Law Library and Burwood State College library were added as users of the automated system, increasing the responsibility of the Main Library staff to alert and to advise the other users of the network about operational aspects.

INTER-LIBRARY LOANS

Jenny Escott joined the staff in a part-time capacity. 1980 has seen a slight rise in requests for books and photocopies of articles from Monash researchers, and a continuing decline in loans to other libraries.

	1978	1979	1980
Items wanted	2,555	2,650	2,700
Items obtained	2,229	2,452	2,489
Items lent to other libraries	7,685	6,990	6,394

Table 5. H. & S.S. Inter-library borrowings/loans

This slow decline in the total number of transactions is welcome and it is hoped that the CAVAL reciprocal borrowing scheme amongst Victorian academic libraries in 1981 will reduce pressure on the Inter-library loan service, since post-graduates and teaching staff will be able to borrow books in person.

8. AUDIO-VISUAL AND MICROFORM SERVICES

FILMS

The figures below continue to show an overall decline in the use of films, and also indicate that greater use was made of films not held in the library's own collection:

	1978	1979	1980
Monash film loans to staff	526	503	384
Borrowed films for staff	426	361	462
Total usage of films by Monash staff	952	864	846
Monash film loans to other libraries	240	124	177

Table 6. Film loans and borrowings.

TAPED LECTURES

This service shows a continuing rise in demand:

	1978	1979	1980
Tape issues	8,811	9,260	10,773

Table 7. H. & S.S. Issue of lecture tapes.

MICROFORMS

Usage as indicated by duplication requests was slightly below that of 1979:

	1978	1979	1980
Photocopies	9,986	14,394	13,972
Microfiche duplicates	4,495	2,958	3,257
Total Copying	14,481	17,352	17,229

Table 7. H. & S.S. Duplication of microform items

It was found that a coin-operated self-service photocopier machine would be too expensive to warrant acquisition.

MICROFORM CONTROL

Given the large amount of material held in microformat (see Table 1), it was disappointing not to be able to proceed with any follow-up action on the recommendations of an internal report on bibliographic access to microform sets produced at the end of 1978, because of limitations on staff time. It is hoped to make some headway on this in 1981.

9. PERIODICALS

Thanks to the very high level of co-operation from members of the teaching staff, the distasteful task of cutting about 5% from the H. & S.S. periodicals subscription bill was made speedily and with a minimum of dissension. A continuing effort will be made to avoid having to make large-scale cancellations in the near future by more frequent evaluation of the collection, but as the cost movement index shown below indicates, although the cost of periodicals is rising more slowly than that for monographs, there is a distinct need for very careful selection in ordering new titles, and an obligation to drop subscriptions to obsolescent titles.

	Current Monographs			Periodicals			Binding	
	No. of Items	Average Cost \$	INDEX	Size of Random sample	Annual Av'ge Sub Cost \$	INDEX	Av'ge Cost (per vol.) \$	INDEX
Apr. '76-Mar. '77	12,569	10.88	100.0	395	41.17	100.0	8.21	100.0
Jan. '77-Dec. '77	9,637	12.18	112.0	395	46.66	113.3	8.79	107.0
Jan. '78-Dec. '78	11,171	15.14	139.2	400	57.38	139.4	9.34	113.8
Jan. '79-Dec. '79	13,249	18.02	165.6	400	66.16	160.7	9.84	117.4
Oct. '79-Sep. '80	14,694	20.46	188.05	400	69.87	169.7	9.87	120.0

Table 8. Extracted from: Monash University Library. Cost Movement Index as at 13 Oct. 1980.

With the aim of drawing the attention of readers, particularly students, to valuable periodicals which might otherwise go unnoticed, a display rack was ordered for current issues, and the display changed at weekly intervals.

NEWSPAPERS

At the end of the year, a number of titles were removed from the Newspaper Room and shelved with the bound periodicals so that the remaining newspaper titles being very large and heavy could be reshelved to allow greater ease of use. It was also decided to protect valuable and fragile titles from casual use, by locking the Newspaper Room allowing access only by specific request. A microfilm reader which allows the reader to scan an entire page on one screen has been ordered for use of the collection of newspaper titles on microfilm.

10. GOVERNMENT PUBLICATIONS

In 1980, Carmel Reynolds became Government Publications Librarian.

Following an earlier decision, the Australian Bureau of Statistics material was removed from the ordinary shelving sequence at the beginning of the year, and shelved in a separate sequence by A.B.S. number. The new arrangement received favourable response from users. At the beginning of third term a photocopier machine was placed in the government publications area to aid in minimizing loss of material from the collection and as a convenience to users.

During the year much work was done on improving general procedures including listing unwanted duplicate material for disposal to other libraries.

11. RARE BOOKS

The collection has grown from 18,103 volumes to 18,643 volumes. A small intake this allowed Cataloguing to reduce the backlog by 500 volumes. Some valuable gifts were received, notably from Mr. Lindsay Shaw, three formed collections of mainly first or limited editions of works by Mary Grant Bruce; Ethel Turner; and Walter de la Mare. The Friends of the Monash University Library presented five important Swift items and they also donated Thomas Burnet's Essays divine, moral and political (1714); Alexander Pope's Memoirs of the extraordinary life, works and discoveries of Martinus Scriblerus (1741); John Donne's A defence of woman for their inconsistency and paintings ... with five decorations by Norman Lindsay, printed by the Fanfrolico Press (1930); and, last but not least, our millionth volume, the only incunabulum the Library now owns, Johannes Marchesinus' Mammotrectus super Bibliam (1476). For the celebration of the arrival of our millionth volume the Monash University Book Shop gave a reproduction of T. Rowlandson's Loyal Volunteers, our 999,999th volume; and Blackwells gift, George Bickham's Universal penman (1741), became our first book in the second million. The Monash Ex-Committee Club (MECC) donated a limited edition volume of Russell Drysdale's Works, published by the Richmond Hill Press.

Collaboration with the Hargrave library and Mr. Gordon Smith has resulted in the listing of all books related to the history of mathematics. Mr. Smith is writing annotations to the bibliography which will be a substantial work when completed around the end of 1982. A start was made in listing Monash holdings of early New Zealand publications. Monash holdings of books published before 1801 are being recorded for inclusion in the Early Imprint Project, by a member of the Project team, Brian Gerrard.

The Rare Books Librarian, Susan Radvansky, in consultation with members of the teaching staff mounted four exhibitions during the year.

12. SOUTH-EAST ASIAN COLLECTION

This collection received about the same level of use as in 1979, but the emphasis was more on Malaysian topics than on Indonesian ones.

The S.E.A. pamphlet listing "Gravel and Gold-dust" was updated at the end of the year, Monash library contributed entries to the BISA (Bibliographic Information on South-east Asia) listing of materials in Australian libraries, and the first set of its microfiche catalogue (10,000 entries) has been received. BISA can also be searched on-line on AUSINET.

Two important archive collections on microfilm have begun to arrive; Documents relating to the social and cultural history of Java in the 19th century, from Netherlands: Ryksarchieff (68 reels) and from Indonesia. National Archives, documents on local history of Semarang, 19th century. Over 600 items and 27 periodicals have been received in the twelve months since October 1979 from the Indonesian Acquisitions Projects. Efforts are being made to acquire both current and archival Malaysian material but this is expensive and also difficult to obtain.

13. OTHER SERVICES AND ACTIVITIES

Services to the Visually Handicapped. Four students used this service in 1980, three of them being partially sighted. Four-track cassette recorders have replaced the reel-to-reel machines. 35 cassettes were recorded during the year.

Centre for Research into Aboriginal Affairs. Jeni Fernando continued to liaise with the Centre on behalf of the H. & S.S. Librarian. The Librarian of the Graduate Library, Economics and Politics, took over responsibility for supervision of the training of the two library technicians.

The H. & S.S. Librarian has the official responsibility of liaising with both the Graduate Library, ECOPS, and the Music Library. These libraries are both run admirably well by their respective librarians, Henry Thorburn, and Marianne Kuyper.

14. STAFF DEVELOPMENT AND CONTINUING EDUCATION

ACOST (Advisory Committee on Staff Training). Despite her many other responsibilities, Tricia Naish organized an end-of-year seminar for all library staff on the new microfiche catalogue, presentations being given in the main by staff from the Cataloguing Branch. A morning seminar the following day discussed the role, structure and composition of ACOST and ended by recommending to the University Librarian that the rate of change being experienced by library workers necessitated greater attention to staff training, and to system-wide awareness of developments in our network.

During the year, staff attended continuing education workshops and seminars whenever time permitted, including the following:

- Technology in Education Conference
- VALA Seminar on Automation and Employment
- Reader Education Workshops
- Government Publications Workshops
- Art Workshops (R.I.G.V.)
- AACOBS Conference on Bibliography
- Inter-library loans Workshop
- Interlending Conference
- Conference on Multiculturalism in Libraries
- DIALOG Workshop
- Workshop on "Counter communication" skills

Tamara Anghie served on the Victorian Committee of the University and College Library Section of the L.A.A.

Several librarianship students were given periods of fieldwork experience.

RARE BOOKS REPORT

1980

In 1980 the Rare Books Collection grew from 18,103 volumes to 18,643 volumes.

Cataloguing. During the year 668 titles, 883 volumes were catalogued and also approx. 105 theses and 76 Staff Publications were added to the catalogued stock. From the cataloguing point of view 1980 was not a fortunate year because of the long absence due to illness of Vera Steiner and others. Nonetheless the backlog has been reduced by 500 volumes, partly due to an unusually small intake.

Use. In the reading room over 1,000 titles were consulted, not counting telephone or brief inquiries.

Stocktaking. Theses: No loss.

Books: One volume was recovered, which has been missing since 1978.

The latest sad news is the discovery of mutilation of Rare Books; pictures have been taken from Art in Australia - and also cards (on Education) have been removed from our theses file. Such things have not happened for more than ten years - actually there was only one similar case in the late sixties.

Bibliographies. 1) We have started listing our holdings of Hocken items (early New Zealand publications). We hope to complete it in 1981.

2) As a result of collaboration between the Hargrave Library, the Rare Book Collection and Mr. Gordon Smith, we have listed all books related to the History of mathematics. We are also engaged in finding biographical information of the authors and also other relevant facts pertaining to the publications, to facilitate the work of Mr. Smith who is writing the annotations to the projected bibliography. At present a research assistant is helping to locate those authors who might be included in large classical and other series. The bibliography will be a very substantial work and it is not expected to be completed before the end of 1982.

Space. Approximately two more years of growth can be now accommodated because of the transfer to other locations of two categories of material:
a) Master copies of films b) Sale and auction catalogues up to 1976 (incl.)

Exhibitions. 1) Fantastic voyages to the moon from Lucian to H.G. Wells and beyond.

2) The millionth volume: display of the gifts donated for the occasion of the library reaching this figure.

3) Three British authors: Virginia Woolf, D.H. Lawrence and Aldous Huxley.

4) From abacus to quaternion: books illustrating the history of the mathematical sciences.

We also lent a large collection of books for display at Normanby House for the Conference on 20th Century Austrian Culture and Society.

We have received valuable help in mounting the exhibitions from experts in various fields and we must especially thank Mr. Ian Laurenson, Associate Professor W.B. Steele, Miss Margaret Swan, Mr. Chris Worth and Mr. Gordon Smith. The British Council lent books and photographs for the Three British authors, and the Hargrave Library for the From abacus to quaternion, exhibitions.

Theses. All microfilm/microfiche numbers are now displayed on the spine of the theses, so one can connect the volume with the microform version at a glance.

Location symbols. To facilitate the shelving of the Swift Collection we have started to add SW to all the call numbers and naturally the relevant cards are being altered accordingly. When the task is complete we will similarly mark the smaller special collections with a distinctive symbol.

Gifts. 1980 was an extraordinarily good year as far as gifts were concerned. We have received from Mr. Lindsay Shaw three formed collections of mainly first or limited editions of the works by:

- 1) Mary Grant Bruce
- 2) Ethel Turner
- 3) Walter de la Mare

The Friends of the Monash University Library presented us with five important Swift items from the Hollick sale in London and they also donated Thomas Burnet's *Essays divine, moral and political* (1714); Alexander Pope's *Memoirs of the extraordinary life, works and discoveries of Martinus Scriblerus* (1741); John Donne's *A defence of woman for their inconsistency and paintings ... with five decorations* by Norman Lindsay, printed by the Fanfrolico Press (1930); and, last but not least, our millionth volume, the only incunabulum the Library now owns, Johannes Marchesinus' *Mammotrectus super Bibliam* (1476). For the celebration of the arrival of our millionth volume the Monash University Book Shop gave us a reproduction of T. Rowlandson's *Loyal Volunteers*, our 999,999th volume; and Blackwells gift, George Bickham's *Universal penman* (1741), became our first book in the second million. The Monash Ex-Committee Club (MECC) donated a limited edition volume of Russell Drysdale's *Works*, published by the Richmond Hill Press.

E.I.P. A substantial section of our holdings of books published before 1801 are now recorded by Mr. Brian Gerrard for inclusion in the Early Imprint Project. The project, when complete will make the RBC more accessible for scholars.

Later closing. We have received a number of complaints during the year from part-time students, that they are unable to use the Collection. We feel that in 1981, during term time, once a week the RBC should be open to 7 p.m. or even to 8 p.m. if there is reasonable demand. There are a number of part-time students especially in Education, English and Librarianship whose research projects would benefit from late closing on one evening a week. Tuesday seems a suitable day for most people concerned.

17 JAN 1981

GRADUATE LIBRARY - ECONOMICS AND POLITICS

FACULTY OF ECONOMICS AND POLITICS

Report for the Year Ended 31 December, 1980

Increased useage was made of the library during 1980 in comparison with 1979 and more particularly by the honours and post-graduate students. In the current year we had almost all of those honours students working within the Department of Accounting & Finance and the Department of Economics.

The current periodicals were in steady demand by members of the teaching staff of the Faculty during the year, a demand undoubtedly influenced by the weekly current awareness service "Current Contents" and also by the easy availability of the material.

The handling of enquiries and reference requests during the year were, for staffing purposes, divided between the manned enquiries/reference desk and the counter. A register of enquiries was again maintained during the year.

FACULTY LIBRARY ADVISORY COMMITTEE

The Board of the Faculty of Economics and Politics appointed the following persons to be members of the Committee for 1980 and at the first meeting, Mr. L.D. Parker was elected chairman.

Dr. R. Cooper	Econometrics & Operations Research
Dr. D. Goldsworthy (1st half year)	Politics
Mr. J. Hill	Administrative Studies
Professor D. Kemp (2nd half year)	Politics
Associate Professor L. McGregor	Economics
Mr. L.D. Parker	Accounting & Finance
Dr. D. Sydenham	Economic History
Mr. J.H. Thorburn (Ex officio)	Librarian

The Committee met on three occasions during the year for consideration of a number of areas of interest, including the library budget and the difficult question of cancellation/acquisition of journal subscriptions. The Committee also met on a number of occasions to discuss the necessary cancellation of journal titles in the Main Library as it was considered a Faculty response to the Humanities and Social Sciences Library was more appropriate than a response from individual departments.

TECHNICAL SERVICES

The Library continued to slowly increase its holdings with a stress being placed on filling gaps in series and making use of duplicate lists. The checking of these, considered to be time consuming in many libraries, is not so to any great extent in this library as a useful "Wants List" is maintained, and checking can be very quickly done.

Considerable duplicate material is received in the library and a number of teaching staff who were leaving to take up positions elsewhere handed over large amounts of material during the year. The library retained what was useful for its collection and the remainder was again offered on duplicate lists, four of these being prepared during the year. Of these, two (2) offered journals, one (1) Australian Bureau of Statistics publications and the fourth, company annual reports. Approximately 40-50% of material offered is requested by other libraries and it would seem that the assistance provided to other libraries is worth the effort in preparation of these lists.

Approximately the same number of volumes of library material were sent for binding in 1980 and again a special effort was made to limit the amount of time that loose issues remained available in the Periodicals Room. It is regrettable that loose issues frequently go "missing". The numbers of volumes bound were as follows :-

Journals	286
Newspapers	9
Statistical Material	162

READER SERVICES

During the year, 41 issues of the weekly "Current Contents" compiled from incoming material were produced by the library. The average size was about 49 pages, but ranged from 22 pages to 83 pages. This current awareness service is only prepared during that period of the year when the majority of the teaching staff are present, i.e. from approximately mid-February until the end of November. At other times current material is still displayed in the Periodicals Room. The *Library Newsletter* was again prepared although only two issues appeared. The opportunity is taken to advise staff of the Faculty of decisions of the Faculty Library Advisory Committee and also of new journal subscriptions, cancellations and general items of information relative to the Faculty Library.

Once again library staff offered reader assistance to the third and fourth year honours students in the form of seminars. This basically covered information on the availability and use of indexing and abstracting services.

GENERAL

The library time table of two late evenings, until 6.30 p.m., on Tuesday and Thursday during the teaching year was continued as this seems to meet the requirements of both staff and students. However, towards the end of the year, students would like the library to stay open longer, but this is not possible because of the limited staff availability.

Miss Marita Landmann and Mr. Trevor Veenendaal joined the staff as Junior Library Assistants. Miss Landmann who had been a full-time student was taking a year off from full time study but continued as a part time student where she was successful in the one subject she undertook. Miss Allyson Anthonisz left to accept a position with the Commonwealth Department of Transport.

The Librarian, as a member of the Committee of the Victorian Group of the Special Libraries Section, of the Library Association of Australia, was a joint organiser of a one-day Seminar on "Budget Preparation and Report Writing".

The Librarian was appointed by the Victorian Department of Education to the Library Courses (Vocational) Standing Committee for two years as a representative of Special Libraries. This Committee acts as an advisory body to the Director of Technical Education on the operation of the courses for the training of library technicians.

1. General

The year under review saw again important new developments. The automated circulation system was enhanced by the introduction of file dependent loan transactions, allowing the use for the first time of a single terminal for issuing books on different types of loan. Much effort was spent on planning the closing of the card catalogue and the introduction of the microfiche catalogue.

Galloping inflation in the prices of books and periodicals was a major cause for concern. Extreme caution was exercised in attempting to maintain a realistic ratio of expenditure between books and periodicals. Although only five new journal subscriptions were placed by the Hargrave library in 1980, it was necessary to transfer funds from the monograph to the periodicals budget and to cancel 23.2% of Hargrave library standing orders to pay for journal subscriptions. Usage, cost and availability of current journals are continuously reviewed, it is however difficult to find titles for cancellation. The Hargrave library has already cancelled many titles following a complete review of all journal subscriptions on two separate occasions. There are no journals of marginal interest in the Hargrave collection and even maintaining journal subscriptions at a steady state is becoming increasingly difficult. Departments are finding it hard to nominate journals for cancellation in order to place new journal subscriptions.

The financial pressure felt by libraries attempting to bear the cost of a viable journal collection is a general phenomenon, however the problem is most acute in science and technology where journal prices are higher than average and the periodical literature is fundamental to teaching and research. The application of new technologies does not offer an immediate solution to this problem. The emergence of resource sharing networks in North America and now in Australia carries the promise of some financial relief, offering to libraries the option of paying for access or bearing the full cost of ownership. In my study last year of academic and research libraries in the United States, I found that libraries regardless of their size or type, preferred to opt for ownership of journals considered essential for teaching and research. The argument in favour of ownership was invariably the need for immediate access to relevant journals and the cost or delays involved in obtaining articles on inter-library loan.

2. Stock

1. Monographs

In 1980, 3882 volumes were added to the collection, 2478 volumes less than in 1979. Additions consisted of 844 volumes of monographs, 2885 volumes of bound periodicals and 153 microforms. This sharp decline in monographs is attributed in part to unavoidable cataloguing delays brought about by the introduction of the CAVAL network system and in no small measure to the transfer of funds from the book budget to the periodicals allocation. The total number of volumes held by the Hargrave library rose to 122,789 by the 31st of December, 1980. Compared to 1979, a 30% drop was registered in the rate of growth of the Hargrave library as measured by the number of volumes added to the collection.

2. Periodicals

On the 31st December 1980, the Hargrave library subscribed to some 2764 current journals. The increase in the number of current titles recorded is

the result of a redefinition of serials and the completion of a physical count of all journal titles held by the library.

Whilst only 5 new subscriptions were placed by the Hargrave library during 1980, expenditure on Hargrave journals rose from \$213,545 in 1979 to \$279,236 in 1980. The 1980 periodicals expenditure includes the small sum of \$5,300 representing payment for two-year subscriptions to 7 journals published by the Pergamon Press.

Journal prices are escalating faster than expected. The following table is not a measure, but a clear indication of the magnitude of financial stress caused by the sharp rise in the cost of periodicals.

The rising cost of periodicals in the Hargrave Library

Year	H.L. Expenditure on Periodicals	Number of current Subscriptions	Unit cost Expenditure No. of Subscriptions
1977	\$164,501	2498	\$ 65.85
1978	\$196,357	2543	\$ 77.21
1979	\$213,545	2482 (2758)*	\$ 86.03
1980	\$279,236	2764	\$101.02

*The number in parenthesis represents the result of redefinition of serials, followed by a physical count in 1979 of journals title by title, rather than natural growth through new subscriptions.

At the present level of funding a major journal cancellation is necessary again, to leave adequate funds for the purchase of new books in 1981.

204 maps were added to the collection during the year. Notable acquisitions include the Bureau of Mineral Resources 'Geological Atlas of Australia' and the UNESCO's 'Soil Map of the World'. The Hargrave Library Map Room houses the minimum collection of maps and atlases necessary to support teaching and research in the physical sciences. Duplication on campus is avoided.

3. Services

1. Loans

Statistics for internal and external loans are given for 1979 and 1980 for the purpose of comparison.

INTERNAL LOANS

Year	Type of Loan				
	Staff	Student	Overnight	Reserve	Total
1979	30,423	38,293	16,910	13,248	98,874
1980	33,816	39,163	21,969	14,478	109,426

The total number of loan transactions rose again by 10.67% over the previous year. Demand was high for student reading on overnight loan. Overnight loans increased by 29.91% in 1980, and by 99.74% over 1978.

INTER-LIBRARY LOANS

Year	Lending	Borrowing
1979	4,806	1,646
1980	6,293	1,646

The 30.94% increase in lending to other libraries reflects financial pressure experienced by most academic and research libraries. The majority of requests were for journal articles. The increase in inter-library loans and academic libraries becoming net lenders is likely to be a long term trend in the future.

3.2. Reference and On-Line Information Services

Demand for reference services remained comparable to other years. Hargrave library reference staff continued their involvement in the compilation of two major bibliographies: one on "Bass Strait" undertaken in association with the Victorian Institute of Marine Sciences, and the other, an annotated resource guide to publication on early mathematics and physical sciences held in the Monash University collection. The latter is a joint effort between Mr. G.C. Smith, Mathematics department, Monash University, The Rare Books and the Hargrave Librarian.

1980 has been a year of consolidation for the Map room. The work of providing index maps and listings of major map sets has continued.

An exhibition organized by, and held in the Hargrave Library on the "Illustrated History of the Motor Car" was well received by students, staff and the general public. The opening of the exhibition coincided with Careers and Counselling Day. Coverage was wide ranging, from early attempts at man and wind powered carriages through steam and electric cars to alternate fuels for the motor car of the future.

Library staff were also involved in another exhibition held in the Humanities and Social Sciences Library covering the "History of Mathematical Sciences".

Work on the preliminary edition of a classification for mathematics was completed in 1980. The scheme is based on the schedules of the American Mathematical Society, Mathematical Offprint Service (M.O.S.) adapted to fit the Dewey system by mathematicians at the University of New South Wales. The Monash M.O.S./Dewey classification was the product of close collaboration between Mr. G.C. Smith, Mathematics Department, Mr. D.R. May, Deputy Librarian and Mr. B. Davidson, Acting Hargrave Librarian. The Hargrave library is planning to apply the scheme for mathematical publications catalogued for its collection from early 1981.

The use of abstracts is increasing, probably due to more reader education and to the availability of on-line information services.

The anticipated sharp rise in demand for on-line information failed to materialize. The number of searches has hardly been sufficient to allow

Hargrave library staff to maintain their expertise and understanding of the peculiarities of data bases and the use of different command languages for local and overseas systems. Despite efforts of publicizing on-line information services through printed literature, demonstration to groups, and seminars to staff and research students, demand for computerized information services remained disappointingly low. The reason for the relatively low demand for on-line services is generally attributed by academic staff to the absence of departmental funds for search services.

3.3. Reader Education

The reader education program was expanded to reach more advanced level students. Seminars were given to 4th year electrical engineers, 4th year physicists, 3rd year history of mathematics students, and 2nd and 3rd year chemists. These classes included some demonstration of on-line searching. First year students were reached in the form of tutorial classes covering the use of the library and the collection. Demonstrations of the use and usefulness of on-line information services were regularly given to interested groups of potential users. There is a need to improve the organization of reader education classes requiring closer cooperation between academic and library staff and a more timely flow of information from academic departments to the library. Three senior staff were involved in reader education classes and most reference staff in back-up services.

4. Staff

There were few staff changes in the Hargrave library in 1980. Stability in level of staffing was disrupted only by long service, maternity and study leaves. Damayanti Parry was away on long service combined with maternity and Marta Chiba on study leave.

Staff participated in many professional activities and continuing education programs.


Bruce Davidson served as senior examiner for the Registration Examination of the Library Association of Australia and on the Advisory Committee to the Australian Road Research Index. Catherine Speck was convenor the the AMCC Melbourne Seminar on Maps.

All staff engaged in formal studies were successful. Catherine Speck and Lee Thi Nhan completed their postgraduate diploma in librarianship.

Lee Thi Nhan attended a Lockheed Dialog Seminar on data bases. Moyra McAllister participated in a "Seminar on numeric and knowledge data bases" sponsored by the Information Science Section of the L.A.A. and attended a Workshop on 'Computer searching of Chemical Abstracts' given by Chemical Abstracts Services, Columbus, Ohio.

Marta Chiba continued to serve on the Publications and Library Advisory Committee to the Victorian Institute of Marine Sciences and spent the last three months of the year in the United States as a Fulbright Scholar studying certain aspects of computer based library networks and the organization and management of on-line information services. The Fulbright program was approved and organized by the Council for the International Exchange of Scholars, covering visits to universities, research institutes and commercial information processing agencies. Format and approach ranged from informal talks, an invited lecture, and to an evaluation project with the System Development Corporation. The findings of this study will be published in the 'Fulbright University Administration Program' report for 1980/81.

20 February 1981


Marta Chiba
Hargrave Librarian

BIOMEDICAL LIBRARY.

ANNUAL REPORT.1980.

1. INTRODUCTION.

During 1980, with the planned relocation of the Department of Microbiology from Alfred Hospital to the Clayton Campus, the most pressing problem facing the Biomedical Library was to absorb the Microbiology holdings within the constraints of the present building. The transfer of this material in November highlighted the urgent need for either an extension to the existing building, or for a plan for co-operative storage of older material, covering the Monash University branch libraries, to be developed.

2. ADMINISTRATION.

2.1. Staff.

The tightening employment situation is reflected in the stability of the present staff. One of the library attendants died in September after a long illness, and at the end of 1980, with the reduction of the work load in the Hospital sub-branches, following the transfer of the Microbiology Department to Clayton, staff establishment at Alfred Hospital was reduced by one junior library assistant. Two staff members completed training as library technicians in 1980, and because there have been so few staff changes, a strong, experienced and competent team now exists.

2.2. University/Hospital Affiliations.

In 1980 further moves have been made for the rationalisation of the sub-branch libraries with the libraries established at the Alfred and Queen Victoria Hospitals. Agreement has been reached on several main issues, but the lack of suitable areas to house combined collections has not yet been resolved. The Biomedical Library continues to provide support services to the libraries of other affiliated hospitals, which imposes extra strain on its staff.

3. BUDGET.

The budget was supplemented during August by an amount of \$15,000 which enabled orders for a backlog of monograph recommendations to be placed. Total budget for 1980 was \$256,300, of which \$200,400 was earmarked for current periodical subscriptions.

4. STOCK.

4.1. Monographs.

The budget has allowed only for very slight growth in the monograph collection. All departmental recommendations are processed as soon as practicable, and every effort is being made to keep duplication of material within the University's Library system to a minimum.

4.2. Periodicals.

The continual rise in the cost of journal subscriptions has seriously affected the growth of the periodical collection. During the year all departments cooperated in an exercise to evaluate current titles, and as a result several journals will be cancelled from the end of 1980. As it is now possible to access the Excerpta Medica data base in U.S.A. comparatively cheaply, a decision was made to cancel all Excerpta Medica sections, resulting in a saving of AUS\$10,000. A scheme was instigated during the year whereby journals which were suspected of being under utilised were identified, and library users were asked to record on the cover if they consulted the journal. These journals will be reappraised in mid-1981 for a decision on possible cancellation.

Following the substantial savings made from the cancellation of the Excerpta Medica Sections, it was decided that each Department would suggest two journal titles for purchase. With this decision at least some important new titles have been acquired. However, because of the present economic position, no new journal titles can now be placed unless a title of similar value is cancelled. Although the reasons for this policy are obvious, it has serious consequences on the balanced journal collection which has been built up over the years. Many important new journals are being published, but the University is unable to subscribe to them. As many other tertiary and research institutions are undergoing similar financial restraints, these titles are often not available in Australia.

4.3. Stocktake.

The introduction of the Plessey circulation system, combined with the computer based inventory, enabled a stocktake to be undertaken at the end of 1980 with less manual operation than previously. As it has been some years since a stocktake was undertaken, a very large number of titles are listed as missing from stock. It is intended that a similar exercise will be carried out at the end of 1981, when a better indication of the number of books which have been lost from stock should be available.

4.4. Microbiology holdings.

At the end of 1980 all Microbiology holdings other than those related to research projects of staff still at Alfred Hospital were transferred to Clayton.

5. LOANS.

Loans for 1980, with comparable figures for 1979, are as follows:-

<u>Biomedical Library totals</u>	<u>1979</u>	<u>1980</u>
Student Loans	55,447	56,468
Overnight Loans	6,638	8,196
Staff Loans	23,096	24,672
Loans to Outside Libraries	13,778	15,779
Internal/Reserve Loans	29,752	37,666
	<hr/>	<hr/>
	128,711	142,781

Breakup of loans is as follows:	<u>1979</u>	<u>1980</u>
<u>Campus</u>		
Student Loans	51,225	51,680
Student Overnight Loans	4,446	5,202
Staff Loans	10,256	11,367
Loans to Outside Libraries	9,746	11,095
Internal/Reserve Loans	28,452	36,178
	<hr/>	<hr/>
	104,126	115,522
 <u>Alfred Hospital Sub-Branch</u>		
Student Loans	2,910	3,151
Student Overnight Loans	2,181	2,841
Staff Loans	10,642	10,829
Loans to Outside Libraries	3,875	4,521
Reserve Book Loans	1,300	1,488
	<hr/>	<hr/>
	20,908	22,830
 <u>Queen Victoria Sub-Branch</u>		
Student Loans	1,311	1,637
Staff Loans	2,198	2,476
Loans to Other Libraries	157	163
Student Overnight Loans	11	153
	<hr/>	<hr/>
	3,677	4,429
 <u>Interlibrary Loan Borrowings</u>		
Biomedical Library (Campus)	938	1,423
" " (Alfred Hospital)	573	530
" " (Queen Vic. Med. Centre)	354	380
	<hr/>	<hr/>
	1,865	2,333

There has been a marked increase in the number of loans at the Campus, and at both sub branches in all categories. Surprisingly, the Reserve collection, whose usage had been declining, was very heavily utilized in 1980, when a 20% increase was recorded. Following the loss of a large number of student textbooks in 1979, the Queen Victoria Sub Branch introduced a small reserve collection, which could only be used in the library or borrowed overnight. The collection has not been heavily utilised, but this accounts for the sharp increase in the number of overnight loans from 1979.

The number of interlibrary loans, both to and from other libraries, has increased dramatically. The increase in Biomedical Library borrowings from other libraries is probably attributable to two factors. There has been a discernible increase in the number of students undertaking an Honours year, and these students often require older material which is not held by the Biomedical Library. The other

contributing factor is the present embargo on the purchase of new journal titles, which under normal conditions would have been acquired by the Biomedical Library. The interlibrary loans officer reports that quite often these journals are not available in Victoria, but must be borrowed interstate, or from overseas. This trend seems certain to continue.

In addition to the normal loans, 4,802 items were lent between the Campus and its Sub-branches, which emphasizes the complexities resulting from the fragmentation of the Biomedical Library collection.

6. LOANS SYSTEM.

Following representation from the Pathology Department, a loans system was devised whereby journals classed as "Restricted" in the campus library can be lent to the sub-branch libraries for one day. This has worked well, and academic staff have co-operated in consulting the material and returning it to Clayton in the allotted time.

Following the introduction of the Plessey Circulation System it was made more practicable to offer special borrowing privileges to Monash graduates and other selected categories of borrowers. This has encouraged wider use of the library by users with little access to large collections, and has been most successful.

7. ACCOMMODATION.

With the proposed transfer of the Microbiology holdings to the Campus during 1980, the lack of useful space in the present building became more evident. A major relocation of stock was planned which involved spreading the monograph collection over the ground and first floors, and housing all periodicals from 1960 onwards on the second floor. Periodicals published prior to 1960 are now housed on the Third Floor. The firm supplying shelving was not able to guarantee delivery before the commencement of the 1981 academic year, so it was not possible to carry through the full relocation of stock. The third floor, previously known as the Penthouse, has been placed on open access, and is now designated as STACKS. Limited seating only has been provided, as previous experience has shown users do not like to use the area for prolonged study.

The lack of a passenger lift still penalises a small number of disabled students and staff who are unable to consult books and journals on all floors, but must rely on colleagues or library staff to bring material to them.

8. REFERENCE SERVICES.

8.1. On-line Information Retrieval Services.

This area of library service continues to be very active. Early in the year the HEALTH data base became available to the Australian MEDLARS network, and has been used extensively. Although searching on the LOCKHEED/DIALOG and SDI/ORBIT systems is more costly than the MEDLARS network, a steady number of library clients are using those data bases which pertain to their subject but are not available in Australia.

During 1980 the National Library of Australia MEDLARS Centre transferred the facility to enter and administer SDI searches to network members. The cost of the service to individual users is only \$1 per month, and has proved very popular with researchers.

<u>On-line Statistics.</u>	<u>1979</u>	<u>1980</u>
Individual search requests received:	379	471
<u>Searches entered (includes new SDIs).</u>		
New SDIs	62	
MEDLINE	478	
BIOSIS	81	
HEALTH	28	
AUSINET	15	
DIALOG	46	
ORBIT	4	
	<hr/>	
TOTAL	714	

In addition, 35 manual searches were made for members of the University Staff and Australian Hospital Association. This method of searching continues to decrease with the increasing use of data base information retrieval.

9. READER EDUCATION.

Again in 1980 all 1st year students were given an introductory tutorial to the library, and 43 sessions in the use of bibliographic tools were given to 2nd and 3rd year students.

In July 1980 a pilot project was undertaken in which twenty 3rd year medical students attended tutorials on data base information retrieval, with an online demonstration, when searches relating to essay topics were made for group members. The project was very enthusiastically received by the students selected to participate, and it is obviously desirable to extend the tutorial to all 3rd year medical students. This is costly in terms of staff time, but is deemed of considerable importance by the Biomedical Library Reference Staff.

Tutorials on data base information retrieval services, including on-line demonstrations, were given to Honours and B.Med. Sc. students prior to the commencement of the academic year.

10. AUDIO VISUAL MATERIAL.

Early in 1980 the video equipment was upgraded to accommodate 3/4" format, which necessitated the conversion of video tapes held in the collection. As this is the standard commercial format, a greater selection of material is now available.

A tape slide programme on how to use the Biomedical Library's Subject Catalogue, made by the Library Staff, was shown in the Reader Education Programme for the first time in 1980.

Several instructional programmes on bibliographic aids in the biological sciences have been acquired, and students have been encouraged to use these for reinforcement of information given in tutorials. The Physiology Department and the Biomedical Library conjointly acquired sets of programmes in Kit form (cassette and work book) produced by BLAT, which have been widely used. Slide Kits relating to the histology course have also been extensively used, and there is little doubt that students will avail themselves of this type of material when it relates to their study programme.

Some off air video recordings, which specifically relate to teaching programmes, have been acquired and enrich the collection considerably.

Audio visual material is costly to purchase and it may soon become necessary for a budget allocation to be made for its acquisition.

11. AUSTRALIAN HOSPITAL ASSOCIATION REFERENCE CENTRE.

The initial Kellogg grant to fund the Australian Hospital Association Reference Centre terminated at the end of 1980. During the year under review a new Executive Director of the Association was appointed and a new Executive took office. A decision was made by the Association that funds should be sought to continue the Centre's activities, but that services should be confined to administration staff at hospitals and health centres, and that these should be supplied on a fee-for-service basis by the use of L.A.A. vouchers.

Monograph purchases from Kellogg funds have resulted in a very strong collection in the field of health and hospital administration. These holdings appear in various union catalogues and are frequently borrowed by other libraries, in addition to the 294 loans made to A.H.A. members. The photocopy facilities were again the most heavily used service. In all, 102 institutions and 17 individual members used the service, including 12 researchers from countries in the South Pacific Region.

The Biomedical Librarian attended the A.H.A. Congress held in Canberra in October in order to publicize the Centre's services.

12. 4TH INTERNATIONAL CONGRESS ON MEDICAL LIBRARIANSHIP.

In September 1980, the Biomedical Librarian and Deputy Biomedical Librarian attended the 4th International Congress on Medical Librarianship, which was held in Belgrade, Yugoslavia. The Biomedical Librarian had acted as liaison officer between the Organising Committee and Australian medical librarians wishing to attend the Congress. She also chaired a session at the Congress when a number of papers relating to the flow of information in the medical sciences were presented. Both Monash participants made many personal contacts at the Congress which it is hoped will prove useful in the future.

Fay Baker

Fay Baker
Biomedical Librarian

-8/14/81

LAW LIBRARY

ANNUAL REPORT 1980

During the year equipment was installed in the law library enabling it to take full advantage of the computerized loans system already operating in the other three campus libraries. The new system has considerably facilitated stocktaking procedures, and has reduced staff time spent on following-up loans problems. These are important improvements, and will help to ease the extra burden placed on the library staff by the Faculty's summer term.

A stocktake of the library's monograph collection was carried out in December, but at the time of writing, final results were not available.

Some 130 copies of the Union List of Law Reports held in Australian Libraries were sold to Australian and overseas law libraries. The List was compiled by the deputy to the law librarian. Updated microfiche editions of the library's Case-Notes Index (1968 to date), and Union List of Legal Periodicals held in Australian Libraries were also distributed and work was begun on a union list of Australian holdings of statutory materials.

The library now produces a weekly subject index of legal periodical articles, which has been well received by Faculty staff and students.

The library's recurrent budget called for a very restrained acquisitions programme, especially in the periodicals field. Fortunately, the Faculty has recognized that periodicals are consuming an ever-increasing proportion of the library's budget, and has committed itself to fund the subscriptions for some 20 expensive periodical titles over a number of years. Further financial assistance was received from the Faculty for the purchase of microforms and back-sets.

The law librarian attended the 46th annual conference of the International Federation of Library Associations, held in Manila. About 40 law librarians attended the conference and participated in a week-long programme organized by local law librarians.



E.J. Glasson
Law Librarian

3.2.81

Edp Services



The policy, commenced in 1979, of gradually implementing library computer work on the Monash Computer Centre's VAX network service, made some headway during 1980. The library is expected to have a growing requirement for on-line computer storage facilities during 1981 and subsequent years. Steps taken by the management of the Computer Centre to meet this need should prove adequate for the immediate future. It is recognised, however, that the provision of computer facilities and equipment thereafter is a matter which will require further discussion.

Meanwhile, ^{the} library's data-processing undertakings continue to evolve in various directions. Participation in the CAVAL network for shared cataloguing has created a requirement for the provision of data-entry facilities of various kinds in the Monash library. It is already becoming clear, however, that there are some disadvantages in processing substantial amounts of library cataloguing and inventory data via a batch computer. Consequently, there has been disappointment at the non-appearance for general use, so far, of the National Library's promised on-line ABN (Australian Bibliographic Network) cataloguing support system. Monash's involvement in this project, on a trial basis with CAVAL, is now scheduled for mid-1981. At present the National Library can offer no guarantee that the successful project would automatically lead to any permanent link-up. There is, however, a general feeling that by one means or another (ABN, CAVAL, etc) on-line cataloguing support systems must soon be widely introduced in Australia, just as they have been overseas.

The year saw the completion of all outstanding installation work on the local PLESSEY-based Circulation Control network. This now comprises the HSS, Biomedical, Hargrave and Law Library branches on campus, as well as Rusden and Burwood State Colleges. This system

has grown to a stage where it^{is} approaching maximum configuration. Upkeep has become increasingly critical. Prospects for enhancement and improvement are now severely limited by equipment constraints but the system needs upgrading in a number of areas. However, the Monash example of networking circulation control amongst several academic libraries is now being followed by other CAVAL members. This trend will, therefore, need to be thoroughly^u evaluated before fresh commitments are made.

Respecification of the long-established computer systems for Acquisitions and Budget control commenced towards the end of the year. Monash pioneered this type of computer application in libraries in the early 1970's, but the original systems, though substantially upgraded during the intervening years, no longer satisfy completely all current needs and expectations.

The programming and systems group was completely restructured during the year, and consultant programmers were employed as well where required. This provided some flexibility in dealing with the changing nature of the library and of the type of staff it requires. Increasingly, responsibility for direct management of appropriate data-processing^f functions is devolving on relevant library departments rather than being done by a team of centrally-situated computer personnel. This may be in part a product of growing confidence brought about by better understanding and more experience of local systems, but the accessibility of increasing numbers of computer-based projects elsewhere, and the provision of training by such agencies as CAVAL and the National Library, are also important factors. The edp section finds much of its time is spent in easing the transition to systems which are not necessarily prepared in the first instance at Monash, and to considering a range of alternative offerings. The

growth of computer hardware/software packaging in library applications; the spread of networks and consortia for technical processing; and the ready availability of files of computerised bibliographical data of almost universal interest; are all aspects of cooperation which have helped make it possible for many libraries to improve the viability of their operations, despite the squeeze on funds. This has been achieved, moreover, without necessarily incurring increases in specialist staffing levels at individual libraries. At the same time growing community awareness of computers and their capabilities is beginning to create expectations of service which will continue to present challenges to libraries, requiring that they produce innovative and adaptable solutions from whatever resources they may have.

Handwritten signature

MONASH UNIVERSITY

LIBRARY STATISTICS - 1980

A. STOCK AT DECEMBER 31, 1980

LIBRARY	TOTAL VOLUMES				TOTAL
	Monographs	Periodicals	(Monographs + Periodicals) SUB-TOTAL	Microforms	
H. S. S. (Main)	485,041	92,084	577,125	112,962	690,087
Deposit Collection	16,131	-	16,131	-	16,131
Hargrave	59,716	60,574	120,290	2,499	122,789
Biomedical (On campus)	33,721	47,833	81,554	825	82,379
" (Alfred Hosp.)	8,514	18,617	27,131	-	27,131
" (Queen Vic. Hosp.)	2,392	3,758	6,150	-	6,150
Law	29,444	54,260	83,704	1,116	84,820
TOTAL	634,959	277,126	912,085	117,402	1,029,487

B. 1 ACQUISITIONS

	Monographs	Periodicals	Newspapers	Bound Volumes SUB-TOTAL	Microforms	TOTAL VOLUMES
Purchase	18,742	2,183	-	20,925	7,180	28,105
Donation / Exchange	3,523	-	-	3,523	-	3,523
Binding	-	7,840	72	7,912	-	7,912
Transfers	(-) 28	(+) 21	-	(-) 7	-	(-) 7
SUB-TOTAL	22,237	10,044	72	32,353	7,180	39,533
Less Withdrawals	1,534	-	-	1,534	-	1,534
TOTAL NETT INTAKE	20,703	10,044	72	30,819	7,180	37,999

2 DISTRIBUTION OF STOCK CATALOGUES

LIBRARY	Monographs	Periodicals	Newspapers	Bound Volumes SUB-TOTAL	Microforms	TOTAL VOLUMES
H. S. S. (Main)	16,342	2,886	72	19,306	6,712	26,018
Deposit Collection	14	-	-	14	-	14
Hargrave	844	2,825	-	3,729	153	3,882
Biomedical (On campus)	2,082	2,257	-	4,339	57	4,396
" (Alfred Hosp.)	(-) 12	479	-	467	-	467
" (Queen Vic. Hosp.)	44	123	-	167	-	167
Law	1,383	1,414	-	2,797	258	3,055
TOTAL	20,703	10,044	72	30,819	7,180	37,999

C. PERIODICALS

1. TITLES RECEIVED			
LIBRARY	by Single Subscript.	by Admt. Subscript.	TOTAL (all Subscript.)
H. S. S. (Main) Library	7,133	10	7,143
Hargrave	2,760	4	2,764
Biomedical (On campus)	1,773	-	1,773
• (Alfred Hosp.)	470	-	470
• (Queen Vic. Hosp.)	104	3	107
Law	1,751	50	1,801
T O T A L	13,991	67	14,058

2. NEW TITLES RECEIVED AT	Purchase	Donation	Exchange	SUB-TOTAL	Loss Closed	TOTAL NETT LOSS / GAIN
H. S. S. (Main) Library	293	144	63	500	431	69
Hargrave	64	28	1	93	87	6
Biomedical (On campus)	9	9	-	18	-	18
• (Alfred Hosp.)	2	-	-	2	-	2
• (Queen Vic. Hosp.)	-	5	-	5	-	5
Law	24	3	-	27	29	(-) 2
T O T A L	392	189	64	645	547	98

D. CATALOGUING

ADDED TO STOCK	TITLES			VOLUMES			
	Catalog. Dept.	Rare Books Room	TOTAL	Catalog. Dept.	Rare Books Room	Deposit Collect.	TOTAL
MONOGRAPHS							
New Titles	15,543	667	16,210	15,543	667	14	16,224
Added Volumes/Copies	-	-	-	5,655	158	-	6,013
TOTAL MONOGRAPHS	15,543	667	16,210	21,198	825	14	22,237
PERIODICALS							
New Titles	643	-	643	-	-	-	-
TOTAL PERIODICALS	643	-	643	-	-	-	-
MICROFORMS							
New Titles	639	-	639	639	-	-	639
Added Volumes/Copies	-	-	-	6,541	-	-	6,541
TOTAL MICROFORMS	639	-	639	7,180	-	-	7,180
TOTAL OF MONOGRAPHS, PERIODICALS & MICROFORMS	16,825	667	17,492	28,578	825	14	29,417

Departmental Books Catalogued	1,199
Stencils Typed	34,191
Cards Run	321,305

E. 1. LOANS

LIBRARY	Staff	Student	Over-night	Inter-loan	SUB-TOTAL	Reserve Issues	TOTAL TRANSACTIONS
H. S. S. (Main)	85,763	199,875	114,744	6,394	406,776	-	406,776
Burgrave	33,816	39,163	21,969	6,293	101,241	14,478	115,719
Biomedical (On campus)	11,367	51,680	5,202	11,095	79,344	36,178	115,522
• (Alfred Hosp.)	10,829	3,151	2,841	4,521	21,342	1,468	22,810
• (Queen Vic. Hosp.)	2,476	1,637	153	163	4,429	-	4,429
Law	7,043	14,949	3,977	1,257	27,226	32,675	59,901
T O T A L	151,294	310,455	149,886	29,723	640,358	84,819	725,177

2. INTER-LOANS

LIBRARY	Requests	Borrowings	From Monash Branches
H. S. S. (Main)	2,700	2,489	-
Burgrave	1,657	1,646	-
Biomedical (On campus)	1,429	1,423	1,528
• (Alfred Hosp.)	530	530	1,686
• (Queen Vic. Hosp.)	380	330	1,588
Law	251	204	-
T O T A L	6,947	6,772	4,802

F. LIBRARY SEATING

LIBRARY	Number of Seats
H. S. S. (Main)	2,026
Burgrave	677
Biomedical (On campus)	436
• (Alfred Hosp.)	30
• (Queen Vic. Hosp.)	15
Law	532
T O T A L	3,716

G. AUDIO-VISUAL MATERIALS

1. NEW TITLES ADDED THIS YEAR	H.S.S. (Main) Library	Hargrave Library	Biomedical Library			Law	TOTAL
			On campus	Alfred (Hosp.)	Queen Vic. (Hosp.)		
Phonotapes	6		2				8
Videotapes			1				1
Phono Records	6						6
Motion Films (16 mm)	11						11
Motion Films (8 mm)							
Slides							
Film Strips							
Overhead Transparencies							
Film Loops							
Audio-Visual Kits	4		34				38
Graphic Material							
Individual Sheet Maps	1						1
Series Maps							
Other Material	2						2
T O T A L	30		37				67

2. NUMBER OF CATALOGUED ITEMS ADDED THIS YEAR	H.S.S. (Main) Library	Hargrave Library	Biomedical Library			Law	TOTAL
			On campus	Alfred (Hosp.)	Queen Vic. (Hosp.)		
Phonotapes	15		4				19
Videotapes			1				1
Phono Records	41						41
Motion Films (16 mm)	24						24
Motion Films (8 mm)							
Slides							
Film Strips							
Overhead Transparencies							
Film Loops							
Audio-Visual Kits	4		36				40
Graphic Material							
Individual Sheet Maps	1						1
Series Maps							
Other Material	2						2
T O T A L	87		41				128

3. NUMBER OF CATALOGUED ITEMS IN STOCK AT DEC. 31, 19	H.S.S. (Main) Library	Hargrave Library	Biomedical Library			Law	TOTAL
			On campus	Alfred (Hosp.)	Queen Vic. (Hosp.)		
Phonotapes	54	11	8	3		5	81
Videotapes	16	10	82				108
Phono Records	41		4	1		1	47
Motion Films (16 mm)	415					8	423
Motion Films (8 mm)	41						41
Slides	24		32				56
Film Strips							
Overhead Transparencies							
Film Loops							
Audio-Visual Kits	149	16	69	2	1		237
Graphic Material		4					4
Individual Sheet Maps	14	119					133
Series Maps							
Other Material	3						3
T O T A L	757	160	195	6	1	14	1,133

