

MONASH UNIVERSITY LIBRARY

REPORT

by the

LIBRARIAN

FOR THE YEAR

1970

1. INTRODUCTION

After the growing pains of the previous year, 1970 was a year of consolidation. Newly occupied buildings were absorbed into the normal operating pattern, their potentialities explored and minor faults recognized if not always corrected. Minor staff increases helped to cope with increasing demand, although it was clear that the healthy increase in requests for reference service and bibliographic training was anything but satisfied.

A reduction in the finance available for book purchases was disappointing, but the reduced intake at least allowed some cataloguing delays (the result of the major reclassification programme at the end of the previous year) to be virtually overcome.

2. STOCK

56,799 volumes were added during the year, as against 56,980 in 1969; the estimated total stock at the end of the year was 417,000 volumes.

3. STAFF

The total staff of the Library system increased from 158 in December 1969 to 162 in December 1970.

4. FINANCE

The budget available to the Library for books, periodicals and binding totalled \$634,644, made up as follows:

1969 funds brought forward to 1970	\$ 74,644	
1970 allocation	558,500	
Transfer from Faculty funds	1,500	
		<hr/>
Total available		\$634,644

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

Books	\$335,283	
Periodicals	160,747	
Binding	48,451	
		<hr/>
		\$544,481
Leaving cash in hand of		\$ 92,631

Orders outstanding at the end of the year totalled \$142,124.

In addition to the sums mentioned above, \$4815 was received in the form of donations, \$7384 was received from fines and \$3488 from vending machines and photocopiers located in the library.

As was expected, the level of funds available for purchases could not be maintained at the 1969 level. It is to be hoped that the situation can be eased in 1971.

5. BUILDINGS

No building extensions were under way during the year, although planning was in progress for Stage II of the Hargrave Library, where increases in student numbers were placing extremely heavy strains on the accommodation. In all other areas seating and shelving space proved adequate.

The Biomedical Library penthouse was made available for use by graduate students in other faculties during 1970. It is hoped that it can revert to Library use next year, to provide much-needed accommodation for senior students served by the Library itself. Problems of sound transmission in the staircase of the Biomedical are under investigation.

Further basement space in the Alfred Hospital Medical School has been made available for Library use and will be occupied during 1971.

6. ACQUISITIONS DEPARTMENT

Staff: Because of the decided fall in the purchasing power of the Book budget (after providing for periodicals, standing orders, binding, etc.) compared with 1969, the staff was reduced from thirty, including two part-time, to twenty-nine, of whom three are part-time. The effects of the reduction, both in purchasing power and in staff, are reflected in the following statistics.

Orders	1969	1970
Number of book orders placed	32,240	24,682
Volumes forwarded for cataloguing:		
Purchased	40,010	34,974
Gifts and Exchanges	<u>1,125</u>	<u>3,608</u>
New periodicals ordered	910	1,062
Monograph series standing orders placed	198	240

The fall in the numbers of volumes is rather more than proportionate to the fall in staff (about 6% as against a staff reduction of rather more than 3%), and the fall in the number of book orders is dramatically greater (about 16%). The former is the result in reverse of the factors which in 1969 led to an increase of 35% of volumes handled following a 25% increase in staff. In both cases the apparent disproportion arises from the fact that book ordering is only one of the department's functions; staff increases and decreases are a considerably higher percentage of those concerned with book ordering than they are of the total staff.

The sharp fall in the number of book orders is more apparent than real. The two factors responsible are, first, a large increase in the intake of blanket order and standing order material, which does not appear in our count of orders placed, (we expanded our Australian blanket order and placed a new German Studies blanket order); and secondly, a new policy of not placing orders for "not-yet-published" books – which are requested in large numbers – until they are actually published. This step cuts down duplication and brings greater realism into our commitment figures.

Exchanges: At the end of 1970 the Library exchanged publications with 285 institutions in fifty-seven countries, an increase of 79 and eleven respectively. The number of periodicals received on exchange rose by 171 to 482. The large increase in periodical exchanges was largely the result of a campaign to spread the Reports of our Engineering Departments all over the world (at their request). The number of monographs (mainly theses) received in exchange for some of our journals fell from 755 to 491; this is a natural settling down after an initial deluge of accumulated stocks. Also received were 298 monographs selected from duplicate lists.

Gifts: The number of volumes received as gifts during 1970 was 4,788; this once again included several gifts of over 100 volumes each. A particularly notable donor was the United States Consulate General, from which we received 250 volumes of high quality.

We began late in the year an appeal to Monash staff members to donate signed copies of their publications to the Monash Authors collection in the Rare Books room. Twenty-two titles had already been received by the end of the year.

Inter-Library Co-operation: For some years informal consultation has been taking place among the Acquisitions Librarians of the three Victorian Universities and the State Library on the possible sharing, or agreed allocation, of expensive purchases among the four libraries. As a result agreement has been reached on the rationalized purchase of several of the very costly reprint series now reaching the market.

General: In the latter part of the year work was resumed on a proposal to computerize the department's basic operations. Working parties were set up, several fruitful discussions were held, and a promising draft Programme was written. A pilot scheme is likely to be established in 1971.

7. CATALOGUING DEPARTMENT

The Department began 1970 facing some three months' arrears in current cataloguing and a massive retyping, sorting and filing of cards occasioned by the division of the Main Library book stock into separate open access and stack collections. Consequently the first few months of the year were difficult ones for all members of staff and it is entirely due to their consistent efforts that some progress can be reported for the year under review.

Staff: In January 1970 the staff consisted of thirty five full-time and three part-time members. These numbers remained constant for the rest of the year but the Department suffered from an unusually high number of resignations at a relatively senior level with subsequent delays in obtaining suitable replacements. At no time was the staff establishment at full strength.

Statistics: During 1970 a total of 58,151 volumes were dealt with by the Department. Of these 26,352 were new titles catalogued, 25,176 monographs and 1,176 periodicals; 13,878 monograph and serial entries were revised. 17,917 added volumes and multiple copies were added to stock.

Two aspects of these figures warrant comment.

1. Revisions: The large number of books revised is mainly due to the heavy relocation of material which resulted from the division of the collection. Such revisions involve not only the alteration of the location symbol but also a complete retyping, stencil checking and card sorting and filing operation. While some interchange of material from the stack collection to the undergraduate collection is inevitable such material once transferred should not be relocated back again except in very rare occasions.

2. Multiple copies/replacements: The high proportion of multiple copies/replacements handled by the Department during the year again places a heavy load on staff operating in the two areas of work.

Microforms: 580 items were added to the collection of micro-materials which now totals 2718 items.

Binding: 3,468 books were sent for binding during the year.

Departmental Collections: The Departmental Cataloguer has continued to catalogue books bought by teaching departments for their own collections. Most departments seem to appreciate this service but there are still some which do not participate in the scheme.

An updating of the computer listing of departmental holdings is long overdue.

General Comments: Although the Department has more than kept pace with the current acquisitions intake it should be pointed out that creditable output figures have only been achieved by allowing other essential work to accumulate. Such other work includes pamphlets, and the Library's growing collection of non-book materials such as films, slides, micromaterials, gramophone records etc.

It has been impossible to meet several requests to catalogue special collections wanted by teaching departments. A collection of 1,700 dissertations from German universities and some 2,000 items in the Hince Collection still await cataloguing.

Cards have been supplied to the National Union Catalogue and the Central Medical Library Organization but contributions to other union catalogues have not been kept up to date.

It has still not been possible to deploy staff for the essential work of catalogue maintenance. The Library's catalogues have expanded greatly over the years and many inconsistencies which exist should be corrected. There has not been time to edit some types of entries, to provide special arrangements under all voluminous authors, to supply some necessary references or to re-examine the subject catalogue to update obsolete headings.

The staffing situation will become even more critical with the publication of the 18th edition of the Dewey Decimal Classification early in 1971. Some areas will undoubtedly require major revision and it is unlikely that this can be achieved with the existing establishment. The new Anglo-American Cataloguing Code has not yet been adopted, again because of the amount of revision that would be entailed.

8. RARE BOOKS

In 1970, the Rare Books Collection grew from 8577 by 602 to 9179 volumes.

Among the more noteworthy acquisitions of 1970 was the first edition of Jonathan Swift's *A Tale of a Tub*, in a handsome binding by L. Broda. This completes a set of the first five editions of this work in our Library.

We have also acquired Père Gui Tachard's *Voyage de Siam*, 1688, and his *Second Voyage*, 1689, also the Abbé Francois Timoléon de Choisy's *Journal ou suite du voyage de Siam*, 1687. These three volumes belonged to the famous traveller Alexander Hamilton, and they contain his book-plates adorned with his coat-of-arms. These books and a letter are supposed to be the sole personal possessions surviving him.

Mr. B. Jernudd, of the Department of Linguistics, donated the unpublished manuscript and has promised the tapes of his field research in the Sudan; this is the first of what is hoped to be many of such gifts.

For exhibition purposes two large, fixed wall-display units were added to the reading room, and one to the external wall of the Rare Bookroom. Twelve movable glass display cases were also acquired.

In July were shown items from the Blake Collection, consisting mainly of beautiful private press editions of his work. In August, the AULLA conference held at Monash University, gave occasion to the exhibition entitled "Captain Cook; Image and Impact". The Material was organised with a view to illustrating the influence Cook's voyages had on foreign writers, and the rapidity with which his works were translated and discussed internationally. Our own material was generously supplemented by loans from the State Library and the National Herbarium. At the same time the Rare Book Collection lent seventy volumes to the exhibition organized by Associate Professor Kirsop on "French Printing, 1470-1970". This exhibition was first on view in Monash University, and then moved to the State Library of Victoria. A full printed catalogue will be available at a later date.

A further 103 volumes were lent to the German Department for the duration of the Conference, representing interesting examples of German book production.

In connection with the ten years' anniversary of Monash University, a chronologically arranged selection was arranged of the publications representing research done at Monash University.

The last exhibition for 1970, in December, was based on the little known Tannhäuser Collection. This included early editions of Wagner's *Tannhäuser*, photographs of performances, and critical works. The exhibition also contained many versions of the Legend in other languages.

9. SERVICES TO READERS – LOANS STATISTICS

Loans: (1969 figures are in brackets for comparison).

	<i>Staff</i>	<i>Student</i>	<i>Student Over- night</i>	<i>Inter- Library Loan</i>	<i>Total</i>	<i>Internal Issues</i>	<i>Total Trans- actions</i>
Main Library	30,929 (31,970)	36,458 (47,525)	81,123 (84,623)	1,624 (2,721)	150,134 (166,839)	99,140 (80,425)	249,274 (247,264)
Hargrave Library	24,433 (22,083)	28,102 (22,260)	9,661 (8,605)	2,025 (1,228)	64,221 (54,176)	24,084 (22,511)	88,305 (76,687)
Biomedical Library							
Monash Campus	19,496 (18,104)	21,144 (16,263)	4,012 (4,602)	1,676 (1,521)	46,336 (40,490)	25,148 (20,455)	71,484 (60,945)
Alfred Hospital	19,165 (15,122)	5,667 (7,136)	2,095	1,492 (1,195)	28,419 (23,453)		28,419 (23,453)
Queen Vic- toria Hosp.	5,471 (4,100)	2,028 (2,280)		352 (331)	7,851 (6,711)		7,851 (6,711)
Law Library	2,518 (2,128)		4,556 (3,225)	119 (20)	7,193 (5,373)	19,212 (11,722)	26,405 (17,095)
Total	102,012 (93,507)	93,399 (95,464)	101,447 (101,055)	7,288 (7,016)	304,154 (297,042)	167,584 (135,113)	471,738 (432,155)

Inter-Library Loans:

	<i>Loans</i>		<i>Borrowings</i>	
Main Library	1,624	(2,721)	4,034	(3,180)
Hargrave Library	2,025	(1,228)	1,442	(1,679)
Biomedical Library				
Monash	1,676	(1,521)	1,974	(1,982)
Alfred Hospital	1,492	(1,195)	1,760	(1,419)
Queen Victoria Hospital	352	(331)	394	(446)
Law Library	119	(20)	323	(271)
Total	7,288	(7,016)	9,927	(8,977)

10. THE MAIN LIBRARY

During 1970 the Reader Services Department of the Main Library consolidated and developed its existing services and learned to live with the divided collection. Difficulties were experienced in the early months of the year both with students and staff, many of whom did not really understand the reasons for the division and were inclined to resent it as misguided paternalism on the part of the Library. However, as the year progressed and the functional advantages of the division became apparent the initial criticism diminished and the suggestion box began to include "bouquets" as well as "brickbats". It certainly proved much easier to keep shelves in order and to locate books quickly. Students benefited considerably from the more rapid re-shelving of books in current demand. The suggestion box concept was extended by provision of a dialogue or 'talk-back' board (The 'Graffiti' board) where suggestions, answers, statements of library policy and/or services and student comments were displayed. This proved a popular service and resulted in some very constructive suggestions.

Reference: The demand from Staff and Students for Reference services continued to increase. Reference statistics tend to be misleading but 1970 figures show a total of 10,432 queries answered, an increase of approximately 12%. There was increasing emphasis on bibliographical searches.

The Reference Collection expanded and some significant bibliographies were purchased including:

The *London bibliography of the social sciences*, which filled a long felt need; the *Bibliografica española, Bibliografica general española e hispano-americana* and the *Catalogo general de la librerías española e hispano-americano* which have at last provided the tools for serious bibliographical work in Spanish; the Catalogue of the Colonial Office Library and the Warburg Institute Library. Serious gaps were filled in the holdings of the *Public Affairs Information Service*, and the *International Bibliografie der Zeitschriftenliteratur*.

One of the Reference Staff worked with the Audio-Visual Aids Department and playwright John Romeril to produce the dialogue and slides for a programmed instruction kit on 'How to use the catalogue'. This will be in use in the Library during 1971.

Inter-Library Loans: The Main Library received 4,900 requests from Monash Staff members for material to be borrowed on Inter-Library Loan and was able to fill 4,034 of these. Of the outstanding 956 items it proved possible to buy approximately 440 for the Library. In addition 1,624 items were lent from Monash to other Libraries.

The time in which Inter-Library loan requests could be processed was very much improved with the introduction of a Telex service in March.

Student Recommended Reading: The workload on this area of the department increased dramatically. Although a lower number of monograph titles was set on reading lists (13,676 titles as against a 1969 figure of 15,107) a higher number of journal articles was included (5,952 titles against 4,753) and the tally of items issued from Reserve increased to 99,140 (1969 - 80,425) an increase of approximately 20%. The system by which individual staff members assumed responsibility for lists from particular teaching departments proved very successful and in many areas eliminated problems which have arisen in other years.

Some frustration arose in the regular production of computer lists because of the increasing file size and serious consideration is being given to reduction of file size in 1971.

Student Instruction: Library staff continued to provide bibliographical instruction for students in history, politics, education and modern languages with good results. For the first time an experimental lecture was given to students in one first year history subject and the results justify extending the lectures for first year students to other subjects. It was reported in the 1969 report that "this is an area of service in which a quite justified demand is growing, and for which special staff must clearly be provided". Unfortunately it has not proved practicable to provide additional staff for 1971.

Loans: Loans for the year may be summarized as follows (1969 figures bracketed for comparison)

Staff	Student	Student O/N	Total	Internal Issues
30,929 (31,970)	36,458 (47,525)	81,123 (84,623)	150,134 (166,839)	99,140 (80,425)

The fall in transactions is surprising and may be attributable to the change in loan systems which provide for a different (and more accurate) method of recording statistics. Certainly loans staff were fully extended in the control of loan records and the introduction of the staff fines system added an extraordinarily heavy burden to the day-to-day work loan during the busiest period of the year and caused some breakdown in the system. An additional number of staff has been provided for 1971.

Photocopying: The number of coin-operated photocopiers provided in the Main Library was increased from three to five during 1970. In addition, a total of 111,814 prints was produced for students and staff on the Main Library photocopier.

Periodicals: During 1970 an additional 1,080 serials were received and catalogued. Of these 758 were new subscriptions and 372 were received by donation or exchange. 162 titles ceased publication or were cancelled. The overall total of serials currently received as at 31.12.70 was 8,090. 3,460 volumes were bound for the Main Library in 1970. (1969 – 3,480)

Two editions of the computer-produced list of *Periodicals currently received* were photolithographed and published in 1970, one in March, one in September.

The Government Publications librarian attended a conference in Canberra during February on Australian Government Publications. Work has commenced on the subject grouping of the additional set of 19th century Victorian parliamentary papers donated by the Parliamentary library. It is hoped that these can be bound during 1971 and will provide a more readily accessible research tool for students in Australian history.

Inventory: Reader Services staff spent the 1970/1971 long vacation in preparing data for 'Operation Inventory'. Photocopies have been made of all M and U shelf lists and a duplicate file of the S.R.R. has been edited appropriately. Although this project has now been slowed down following the decision to delay introduction of the new circulation system, considerable progress has been made in the task of adding Main Library titles to the inventory listing. It is anticipated that the job will be complete before the end of 1971.

Staff: The Reader Services Department commenced 1970 with 46 full-time people as follows :

Administration	2
Reference/Inter-Library Loan	5
Circulation	3
Student Reading	13
Attendants	13
Periodicals	10

In addition there was one casual full-time appointment as Attendant, a casual 1/5 appointment in Loans, and a permanent weekend appointment of an Assistant Librarian I. For the first time an Assistant Librarian Grade II was appointed in charge of the Student Reading area. This appointment proved very successful and it is obvious that this position warrants a senior appointment. Once again staff operated under very heavy pressure during the peak period from the end of April until early October. Fortunately most were prepared to work considerable overtime in exchange for "time in lieu" during vacations, and services were maintained.

In conclusion the Library again must pay tribute to the valuable assistance given by RMIT students in Librarianship gaining, to our benefit, their "practical" experience.

11. HARGRAVE LIBRARY

This year was again notable for a steady increase in demand for the library's services rather than for any spectacular events or radical changes. The increase in library use is keeping pace with growing student numbers, and should therefore continue, though later at a diminishing rate, until at least 1975. Accommodation was probably the most difficult problem. The library provided 477 reader places, falling well below the seating ratio of 1:4 which experience has shown to be desirable. The consequence was a shortage of seats, which became severe in third term. Since construction of Stage II of the building will not begin until September 1971, this difficulty will again be prominent in 1971.

The library's holdings increased to 55,742 volumes during the year, 6,835 more than in December 1969. Additions consisted of 3,450 monographs and 3,385 bound periodical volumes. Shelf space available continued to be adequate. The number of current periodicals being received rose to 1,818, an increase of 160 titles over the previous year. This increase reflects the continued expansion of the literature into journals of ever-narrowing subject fields.

Statistics for internal lending services are given below, with those of 1968 and 1969 for comparison:

	1968	1969	1970
Student 1 week	24,092	22,260	28,102
Overnight	5,166	8,605	9,661
Staff	20,260	22,083	24,433
	49,518	52,948	62,196

If the unexpectedly small increase of 1969 can be explained by the developing use of copying machines, then the 1970 figures seem to show that this effect has now been absorbed.

In addition, 24,084 issues were made from the reserve collection for daytime reading.

Inter-Library loan statistics showed a credit balance for the first time. They are given below:

	1969	1970
Lent	1228	2025
Borrowed	1679	1442
Total transactions	2907	3467

Further progress was made in teaching students the use of the library, but the amount which can be done is limited by the staff available. The number of students entering the University with little or no knowledge of the function and use of libraries continues to surprise. It is unfortunate that so much of the instruction given has to be at a very elementary level.

12. THE BIOMEDICAL LIBRARY

Introduction: The year under review saw further progress towards the objective of a single unified system of medical libraries for the University. This drawing together and integration of the campus library and the hospital sub-branch libraries, formerly tending to develop separately, would in any event be a logical step but in the circumstances now prevailing such moves have become urgent.

In the present financial climate the pressures of growth in the branch libraries cannot be met by indefinite expansion of facilities, so some re-planning of the location of stock is inevitable. On the other hand restriction of finance necessitates the elimination as far as possible of duplication of journal subscriptions and book purchases. Similarly, reasons of economy, as well as logic, support the concentration of the Library's main bibliographical services in the campus library, particularly in view of the establishment there during the year of a centre for Medlars work.

However, it must be said that despite these moves to rationalize the system, increases in staff are not keeping pace with library demands; it is evident that further consideration will have to be given to controlling the growth of work in certain areas such as journal loans and photocopying services.

Stock: Total holdings of the Biomedical Library rose in 1970 to 53,000 volumes: of these 34,500 volumes were held on the campus, 15,000 at Alfred Hospital and 3,500 at Queen Victoria Hospital Libraries.

At the end of 1970, 1,892 periodicals in the Biomedical area were being received. Of these, 175 were received at the Queen Victoria sub-branch, 450 at Alfred Hospital and 1,237 at the Biomedical Library.

During the year further steps were taken to eliminate unnecessary duplication of periodical titles. At the present time it is thought that little more can be gained in this direction. The routing of periodicals between all parts of the Biomedical Library system (which was introduced to compensate as much as possible for the loss of duplicate journal subscriptions) is working well, and, in fact, results in a much improved spread of journal literature throughout the whole system.

Services: Loans for 1970 are set out with the previous year's figures for purposes of comparison.

<i>Biomedical Library</i>	1970	1969
Student Loans	21,144	16,263
Student Overnight Loans	4,012	4,602
Staff Loans	19,496	18,104
Loans to outside libraries	1,676	712
	<u>46,328</u>	<u>39,681</u>
Internal (Reserve book loans)	25,148	20,455
	<u>71,476</u>	<u>60,136</u>
 <i>Alfred Hospital</i>		
Student Loans	5,667)	7,136
Student Overnight Loans	2,095)	
Staff Loans	19,165	15,122
Loans to outside libraries	1,492	1,195
	<u>28,419</u>	<u>23,453</u>

On analysis it has been found that the rise of 4,000 odd staff loans at the Alfred Hospital was nearly all accounted for by increased loans of current periodicals. It is interesting to compare this trend with the corresponding figures at the campus Biomedical Library; there in 1968 we had 21,570 loans to staff. This fell to 18,104 in 1969 after the policy of restricting the loan of current periodicals was introduced. The current figure of 19,496 represents a much slower rate of increase than formerly, and this is expected to be still further effected by the extension of journal loan restriction to all unbound periodicals, which is being tried at present.

<i>Queen Victoria Hospital</i>	<i>1970</i>	<i>1969</i>
Student Loans	2,028	2,280
Staff Loans	5,471	4,100
Loans to outside libraries	352	331
	<u>7,851</u>	<u>6,711</u>

The circumstances at the Hospital branches are different from those obtaining on the campus; nevertheless some moves toward reducing the loan of periodicals at the branches may soon have to be considered.

Inter-Library Loans: The figures for borrowing from other libraries on inter-library loan during 1970 are as follows, with 1969 figures quoted in brackets for purposes of comparison :

	<i>Requests</i>	<i>Borrowings</i>
Biomedical Library	1,982 (2,264)	1,974 (1,982)
Alfred Hospital	1,952 (1,481)	1,760 (1,419)
Queen Victoria Hospital	445 (508)	394 (446)

Viewed over a longer period the effect of our better journal holdings in reducing dependence on outside borrowing can be more closely seen, thus in 1966 our inter-library loans were 2,194, in 1968, 2,269, in 1969, 1,982 and in 1970, 1,974.

Photocopying: Library photocopying for the Biomedical Library system totalled 45,972 pages, of which 9,000 pages were done at the Alfred Hospital. The corresponding figures for 1969 were 52,658 and 12,297; the marked drop no doubt can be attributed to increased use of the public photocopying machines.

Budget: The budget for 1970, for books and current periodicals was \$53,000, a considerable reduction on the \$74,700 allocated in 1969. The total funds available were fully spent by September, and the end of the year saw an over-commitment of about \$11,000. In line with policy the greater part of the yearly allocation was spent on new journal subscriptions and back sets.

The proposed budget for 1971 is once again expected to be less. It is disappointing that the general trend seems to continue its downward direction at a time when the long-term interest of the library could most economically be served by buying now.

Accommodation: At present the Biomedical Library has no problems of space and is in a position to relieve some of the strain on hospital libraries.

Despite re-organization at the Alfred Hospital Library, there is still a pressing need for more reading and working space to meet the increasing demands in this area. Queen Victoria Hospital Library is meeting the problem by culling all material that is not of prime importance and returning it to the campus.

Exchange: Faced with the decline in the budget, renewed efforts have been made to affect exchange arrangements wherever opportunity offered. For example, as a result of contacts made by the Biomedical Librarian when overseas in 1969, we now have good coverage of Czechoslovakian Medical journals.

Instruction to Students: About forty classes were given to medical and bio-science students in groups of ten during the year. Instruction in each area was directed towards the essays set by the department concerned which in effect involve the students in the practical application of principles discussed in the tutorials.

Staff: The only addition made to staff in 1970 was the appointment of a junior assistant in the Hospital area; half her time is spent with our affiliated library at Prince Henry's Hospital. But it remains true that one of the most pressing needs at the moment is for more senior staff in the Biomedical Library to assist in and develop reference services. This matter was fully covered in the report submitted by the Biomedical Librarian and accepted in principle by the Biomedical Library Committee in 1969.

Circulation Control: Towards the end of the year, Monash Library made plans to introduce computer control of desk transactions in place of the present manual system which, in the Main Library especially, is under a severe strain.

As our part of this exercise, a volume-by-volume inventory of the Biomedical Library stock of books and periodicals was drawn up and edited in suitable form for feeding into the computer. This was completed by the end of the year. As events turned out development of equipment did not take place in time to start the system in 1971 as planned. It is expected that a machine will be installed in the Main Library by mid-1971 and after testing will come into operation at the beginning of 1972.

Penthouse: The Library regained possession of the Penthouse at the end of the year. It is planned during 1971 to use the area partly for book stacks for material being sorted or for little used material and partly as a reading area for Honours students.

Medlars and Reference Work: After some initial trouble the first year of Medlars' operation was a very successful one. The Medlars service may now be regarded as an accepted reference aid in this library. Sixty Medlars searches were arranged for Staff members in the Biomedical area. In addition, over the year, fifty lists of references were prepared by the Biomedical Library at the request of Staff members.

13. THE LAW LIBRARY

With the completion of Stage II of the Main Library late in 1969, and the departure of the Main Library Periodicals and French and German collections to their new quarters, the Law Library had the full use of two floors of the Law School Building in 1970. This made possible the shelving of duplicate copies of some heavily used law reports on the second floor, and so spread readers more evenly throughout the library.

During the academic year, the Library was again open at the weekends, but it was necessary to employ casual labour to maintain this service.

The 1970 Conference of the Australasian Universities Law Schools Association, attended by the Law Librarian, resolved that university law librarians should be admitted to membership of the Association. There was a keen awareness at the Conference of the importance of the Library in the process of legal education, and a recognition that Australian law school libraries are not adequately equipped to fulfil their function.

A comparison of the loans statistics for 1969 and 1970 shows a considerable increase in the use made of the Library's facilities, and the demands made upon the staff.

	1969	1970
Staff Loans	2,128	2,741
Student Overnight Loans	3,225	4,321
Student Reserve Loans	11,722	19,212
Inter-Library Loans	20	119

During the year the Library borrowed 443 volumes from other libraries, as against 271 volumes in 1969.

The Library's holdings now total some 39,580 volumes, made up of 8,130 monographs, and 31,450 law reports, periodicals and related materials.

14. DATA PROCESSING

An increasing data-preparation and processing work-load was handled during the year, for circulation control, student reading, periodicals listing, and a new application, library inventory.

Acquisitions: In addition, work proceeded in conjunction with the Acquisitions Department on the planning of a system for orders processing and internal budgeting. A task force representing all library departments was set up to work on the detailed aspects of the proposal. This joint participation at the operating level has been seen by all as a promising innovation. Unfortunately, the impending saturation of the University's computing facilities has made it unlikely that the scheme can be fully implemented in 1971.

Circulation Control: For the same reason it was necessary towards the end of the year to reduce the demands made on those facilities for circulation control. After negotiation with the Computer Centre, a second terminal to the CDC 3200 was installed, on the basis that a portion of the Library's nightly batch-processing time would be surrendered.

Much work was done in conjunction with engineering designers on radically new equipment for monitoring library loans. Cost and design criteria were discussed also with Computer Centre engineers, and initial testing of a badge-reader was undertaken. The equipment was, however, far from ready for installation in time for the new academic year.

Almost the most important factor in the adoption of a system relying on fully-automated data collection is the preparation of book stock and the supporting computer files. The decision to install this or any other system cannot, therefore, be lightly taken, and desirably should be implemented only after extensive field trials following satisfactory technical evaluation.

Co-operative Schemes: Processing of data for the Victorian Universities and State Library project on central cataloguing was conducted in the latter part of the year and an Interim Report produced. The project has laboured under severe staffing difficulties, but much useful information has resulted. Even more significant is the forging of an important link in inter-library co-operation, strengthened further by discussions of joint computer proposals covering the general field of university library systems in Victoria.

Inventory: Some work of a preliminary nature was done during the year on data base concepts, notably in the commencement of a brief-title computerized index to the entire holdings, initially of the Main, Hargrave and Biomedical Libraries. The project had reached an advanced stage of input coding and data preparation by the end of the year.

In the short term it is hoped to provide a computer file in support of circulation control activities and to service a variety of housekeeping and general informational needs. In the longer term it is planned to supply a generalized form of input control and more sophisticated file management routines. The development of these and other long-term objectives are, however, at least as much dependent on the availability of suitable computer software as on the gaining of experience and expertise in the Library itself.

Student Reading: An investigation into the possibility of reducing processing requirements of Student Recommended Reading files was started, in keeping with the general aim of reducing computer time usage. Work was commenced on the shifting of some CDC 3200 jobs to B5500, anticipating better throughput as well as the support of an extra B5500 planned by the Hospitals & Charities Commission.

General: It is to be hoped that the computing limitations on the development of library applications will be short-lived, either by expansion of facilities or recognition that library requirements are no less important than those of other computer users. At the close of 1970 the Library was using about 6% of the total available time on the CDC 3200 and 1% of that available on the B5500.

It is not clear at this stage how much work should be committed to equipment not under the University's control, nor what budgeting arrangements should be planned to support progress in the EDP area, particularly for the acquisition of capital equipment. There is evidence for the view that after a late start, the quickening pace of EDP development in university libraries has made some of them critically computer-dependent. It is only natural, therefore, that the question is being asked, "whose computer should the Library be dependent upon?"

15. CONCLUSION

It will be seen that the Library has been active in 1971, but much remains to be done and it is hoped that funds available in 1971 will enable the Library to serve the University community with greater efficiency.

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