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PERIODICALS

Annual Reports

for the year

1977

Monash University  
Library.

MCNASH UNIVERSITY LIBRARY

ACQUISITIONS DEPARTMENT

ANNUAL REPORT FOR 1977

1. Organization.

The reorganization which had been undertaken in 1976 proved to be very effective but early in the year its results came to naught due to the substantial staff losses mainly through transfers/secondment to other departments.

The result was that the existing structure of three supervisory streams had to be abandoned. In fact the system of "portfolios" had to be largely abandoned with the result that most remaining staff had to become "allrounders". This meant that those individual staff members who had been known outside the department for their particular expertise were now a minority. One unfortunate result was, for example, that the Branch Ordering portfolios had to be abolished.

2. Staff.

The staff situation throughout the year was extremely unstable. The initial establishment was already reduced, standing at 18 F/T and approximately 1.5 F/T part-time/casual staff (5 persons). At year's end it had fallen further, to 16 F/T and 1.0 F/T part-time/temporary staff (3 persons). A further reduction of staff occurred through the retirement of Mrs. G. Olejnik whose position will not be filled in 1978.

The dramatic reduction was the result of the secondment of three experienced staff (2.5 F/T) to various departments and branches early in the year, and the "freezing" of another position (on resignation of Mr. C. Bellora).

Other losses were caused by the transfer of J. McInerney (replaced by D. Brown), and the absence of 3 1/2 months of A. Briedenkahn, and a gain was the 6 months (P/T) presence of Mrs. E. Disher.

3. Activities.

The year was characterized by very uneven work pressure. To offset the result of a moratorium on new orders early in the year and the running down of periodicals and standing orders placements a number of long-overdue housekeeping operations were undertaken. One of these was the computerization of the remaining standing orders (which, alas, due to staff inexperience, led to a number of errors which are still in course of correction) and the preparation of some 3,500 books for entry into the computerized Deposit Collection list of little used research material.

A "negative" project was the cancellation of some 540 periodicals orders carried out in close collaboration with Periodicals Section and the Branches.

4. Statistics.

Order activity has declined markedly in this year and so, surprisingly, has the number of gifts received.

While the number of monographs processed in 1977 shows a slight increase (1976: 24,594; 1977: 24,558), the number of orders placed indicates a drastic decline (1976: 25,670; 1977: 18,431).

5. Conclusion.

It is very difficult to maintain a high morale in the light of the decline of the department. The lack of experienced staff makes itself clearly felt. I feel that it is essential that other library departments and branches as well as users (especially departmental L.L.O.'s) should be made aware of our present inability to render services as well and quickly as before.

The "temporary" transfer of staff members outside the department proved unpopular and unsatisfactory inasmuch as all of them had to be borrowed back for some periods.

With its present establishment of 16 EFT the department is falling behind slightly and is unable to accommodate any staff absences occasioned by illness, L.S.L. or special projects such as the rebadging of the U collection.

*Volkhard Wehner*

V. Wehner.

17/1/78

MONASH UNIVERSITY LIBRARY  
CATALOGUING DEPARTMENT  
ANNUAL REPORT 1977

GENERAL

From the beginning of the year, the first priority of the Cataloguing Librarian, has been to recognize and use talent and ideas. Thus, the many changes and improvements in the department have come from the department as a whole. This has resulted in a sense of personal achievement rather than imposed procedures. Also, discussion of problems at staff meetings and on a personal level has been encouraged. This has been a benefit, in dealing with problems and complaints before they have become serious.

Cataloguing staff have, where possible, been given work in areas of interest. This has led to people voluntarily undertaking tasks that are often difficult and/or tedious, because they have seen the need. As an example, our large number of fascicules awaiting binding into volumes, has been organized for the first time and now needs only occasional attention.

Rearrangement of desks, shelf-lists and authority files has given more efficiency in lighter and more spacious working areas. The relocation of the door to the Cataloguing Librarians office has made possible the installation of more shelf-list cabinets and has made the office more accessible.

The shelf-lists have been colour-coded, for clarity, which is especially useful for staff from other departments to be able to find what they want immediately.

Although our staff is depleted, especially of more qualified staff, we realize that in the present state of library finances, we have had generous treatment.

The 8th edition of Library of Congress Subject Headings brought such radical changes for the Subject Catalogue, that the Department's subject expert gave 7 seminars to a total of 42 interested library staff members, as well as all the cataloguers. Many cataloguers attended sessions on the use of various bibliographies given by Readers Service staff.

Staff meetings have been held monthly. Apart from general matters, we have concentrated on a particular aspect of our work at each meeting, e.g. The inventory; filing; time-saving methods. This has proved very helpful and many good ideas and better understanding of work have resulted.

STATISTICS

Output showed a remarkable improvement, which was noted by the General Library Committee. This upturn was in spite of staff depleted by long service leave, sick leave and the continued secondment of one staff member to the Rare Books Room for the whole year. From May to October, the output of titles catalogued rose from 1743 in May, to 2785 in October. This was achieved partly by giving each staff member an output target and by the distribution of books for cataloguing. This resulted in a much fairer allocation of work, from the very difficult original cataloguing to more simple pre-catalogued books.

### BACKLOG

The flow of books from the backlog has been more smoothly organized, in chronological order of receipt, thus facilitating the search for urgently required material. A member of the Hargrave staff regularly sorts out scientific books which need to be catalogued particularly quickly. Hargrave, the Biomedical Library and the Law Library have virtually no backlog. The backlog is now small enough to be housed in the Cataloguing Department instead of also spreading over hundreds of shelves on the lower ground floor.

### VISITORS

An R.M.I.T. student spent 2 weeks in the Cataloguing Department in June and was given instruction in sorting, pre-filing and filing catalogue cards, also pre-cataloguing and cataloguing.

A member of the Economics and Politics Library, at his own request, spent part of his time in the Cataloguing Department for two months, learning the rudiments of cataloguing. This proved mutually beneficial.

### THE CATALOGUE

The catalogue has again been expanded and rearranged slightly, to take up less space, while still allowing easy access. A new set of guide cards has been prepared and should be installed before the beginning of first term.

MAIN LIBRARY

HUMANITIES AND SOCIAL SCIENCES

BRIEF REPORT FOR 1977

The overall reduction in the staffing budget caused considerable changes briefly these were:

a cut in hours of opening to 9 a.m. to 10 p.m. M-F

casual staff in areas of Loans, I.L.L., shelving and weekend rosters reduced or eliminated.

Replacement of staff at lower grades. Under these conditions staff should be congratulated on maintaining the high level of service, academic staff and students have come to expect.

With one exception, see below, 1977 could be considered a year of taking stock rather than one of major developments. It is probable that after 16 years procedural patterns are now established though in each section of the Department we are continually reassessing our aims and questioning our achievements. In both the Audio Visual and Government Publications Sections consolidation of the areas continued. The transfer and alteration of catalogue records of all Australian and British G.P. monographs from the U and M collections was completed. A revised edition of the Monash Library Film catalogue was issued. In spite of staff cuts an extra roster was introduced which allowed A/V to be staffed till 9 p.m. Monday to Friday, with the transfer of tape/lectures to this area - a move applauded by all - this became necessary. An initial survey conducted by H.E.A.R.U. of the Tape/Lecture service though inconclusive, indicated the service should be continued.

Loans

For the first time, I understand, overall loans dropped by approximately 6000. It is interesting to note that the decrease was primarily in student weeklies. Overnight loans increased by 18,000. This could perhaps indicate that an excessive amount of material is stamped overnight only, though the figure could be interpreted many ways. Certainly we will be discussing this.

I.L.L.

Loans to other libraries increased and borrowings decreased, which is a good indication of the library's collection and reputation for service but would need to be watched closely in terms of finances involved.

AUSINET

The major development (referred to above) occurred in May, when Monash became the first Library to enter the AUSINET network. AUSINET is a joint venture between approx. fifteen Australian libraries established to provide on line information retrieval services. It is operated through the computer

facilities of A.C.I. and has the backing of the National Library. Our entry into the scheme was backed with financial help from the Faculty of Education and the Graduate School of Librarianship.

The introduction of on-line searching into, in the first instance, data bases associated with Social Sciences saw the beginning of a new type of reference service. Staff were gradually trained in its use and were in fact also used in briefing sessions for libraries from other institutions. The formulation of procedures, organization of schedules and liaison with other libraries through committees and on an individual basis caused severe inroads into staff's time but the increased job satisfaction and interest generated by entering this new field amply compensated for this. It would be hoped that in 1978 increased usage in on-line searching could be developed with direct access to data bases outside Australia.

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## HARGRAVE LIBRARY

1977 Annual report to the Librarian by the Hargrave Librarian.

### General

The year under review was dominated by the vexing problem of how to reach a healthier balance between periodicals and monographs spending at a time of reduced level of financial support to the library.

The most significant undertaking of the year was a comprehensive periodicals subscription review in which each journal currently taken by the Hargrave Library was evaluated in terms of its cost, relevance, and usefulness to the library's reader population. Borrowing and in house use of journals were taken as indices of relevance. Scholarly standing and local or interstate availability of journals was also considered when deciding what journals can be cancelled. In this arduous task library staff was assisted by academic staff and cancellation of library subscriptions took place only after full consultation with departmental representatives of the Hargrave Library Committee.

In addition to the virtual elimination of existing duplication of journal holdings between Hargrave and other Monash libraries, the Hargrave Library Committee endorsed the cancellation of some further 161 subscriptions to journals held by the Hargrave Library. Most journals cancelled were taken by at least one Victorian library other than Monash University, and all were found to be available in at least one interstate library. Before any further cancellation can be contemplated it is important to study the effect of these journal cancellations on inter-library borrowing and user satisfaction.

In 1977 the library faced a serious crisis brought about by the reduced level of financial support to the Monash Library which led to a cut by some \$53,046 of the Hargrave Library recurrent allocation for books and periodicals, representing a 25.6% reduction over the previous years allocation for the same and without making any allowance for inflation. This order of difference may be interpreted as 1747 journal subscriptions at 1976 average prices or as 68.7% of the Hargrave Library intake of periodicals at 31st December 1976. Disaster was averted only by a last minute supplementation to the 1977 budget by the Committee of Deans, making it possible to apply a steep, but proportional cut to expenditure on stock and services.

### Stock

6258 bound volumes were added to the collection bringing the total to 104,132 volumes by the end of the year. Counting microforms as volumes, the collection of the Hargrave Library by the 31st December 1977 consisted of 106,190 volumes.



A 7% decline was registered in the net growth rate of the Hargrave collection at a time when the periodical literature is still reported to be growing exponentially and the book production is averaging at about 6% linear growth per annum as based on the UNESCO statistical yearbook and given in the Atkinson report. Accepting the principle of an optimum size collection for a given field and reader population, the library must still be allowed an intake of new publications, proportional to the annual output in its field and appropriate to its functions. Clearly, any further cut applied to the level of financial support given to the Monash library would result in rapid dating of its collection seriously effecting the standard and adequacy of its resources and services.

#### Periodicals

At the 31st December 1977, the Hargrave library's intake of current periodicals was 2498 titles, representing a nett loss of 45 titles over the preceding year.

Extreme restraint was exercised when placing new journal subscriptions. Although the Hargrave Library Periodicals Subcommittee has agreed to a quota for the year, of two new journal titles per department, in 1977 only 11 new journals have been ordered by 10 departments in physical sciences and engineering. The significance of this restraint is best appreciated considering the importance of periodical literature to scientists and engineering.

The combined effect of steep inflation of journal prices and reduced level of financial support to the library are clearly shown by the following statistics:

#### JOURNALS RECEIVED BY THE HARGRAVE LIBRARY at the 31st DECEMBER

Year	Titles received	Nett loss/ gain
1973	2280	+171
1974	2398	+118
1975	2508	+110
1976	2543	+35
1977	2498	-54

THE RISING COST OF PERIODICALS IN SCIENCE AND  
TECHNOLOGY

Year	Hargrave Periodicals Expenditure	Average cost: No of titles	% rise
1974	\$85,992	\$35.86	
1975	\$123,299	\$49.16	+37%
1976	\$183,471	\$72.15	+47%
1977	\$164,501	\$65.85	-9% (76) +33% (75)

Maps

Lack of funds and staff time did not allow any significant additions to the map collection.

SERVICES

Loans

Statistics of internal and external loans are given for 1977 with preceeding year's for purpose of comparison

INTERNAL LOANS

Year	Type of loan				Total
	Staff	Student	Overnight	Reserve	
1974	28,488	39,328	6,390	24,443	98,649
1975	28,174	40,751	6,619	24,911	100,455
1976	26,557	38,649	5,107	22,485	92,708
1977	27,654	35,895	4,359	21,369	89,277

INTER-LIBRARY LOANS

Year	Lending	Borrowing
1974	3,864	1,366
1975	4,110	1,343
1976	2,842	2,927
1977	3,754	1,766

While inter-library lending remains high in relation to borrowing, statistics of internal lending show a slight decrease. There appears to be a tendency to read in the library and to borrow only if necessary to do so. Library attendance counts support this statement.

### Reference and Reader Education

The first term in 1977 was extremely busy and reader services staff experienced a peak of demand for all kind of services. Most of the reader education program was carried out in the first term by request.

Classes on the organisation and effective use of the library were given to first year chemistry and engineering students. To latter year students tutorials and seminars were given on subject bibliography and literature searching. The emphasis was on using the periodical literature, abstracting services and reference works. Classes on subject literature and the library's resources were geared to specific projects. Groups in this category included Materials Science 205, History of Mathematics, third year Chemistry, fourth year Physics and fourth year Engineering students.

Talks were also given to visiting groups from Noble Park and Clayton technical schools, librarianship students from Ballarat CAE and town planning students from RMIT, interested in maps.

Subject bibliographies based on the library's resources were compiled on popular topics such as solar energy and the Uranium debate. The Hargrave library Open Day display on the "Uranium debate" was popular and well received by visitors, students and staff.

In 1977 the Monash library joined AUSINET and pioneered on-line access to a number of computer data bases. Reader services staff of the Hargrave library became proficient using STAIRS, the IBM software package used for the interrogation of data bases available through AUSINET. In November and December demonstration sessions were given to interested staff and research students on using Computerized Engineering Index (COMPENDEX), Science Citation Index (SCI) and International Road Research Data Base (IRRD). While the concept of on-line access was popular among users of the AUSINET terminal, lasting success will depend on retrospective coverage and prompt updating of files.

### STAFFING

The weekend opening of the library on accrued time rather than overtime basis combined with staff being away on long service leave without any temporary or casual appointment led to frequent staff shortages and very heavy workloads. Task priorities were carefully followed and certain projects could not be undertaken. Mrs Ann Brown published an article on "Hydrographic charts for a map collection in Melbourne" and Mrs M. Chiba gave a paper on "Education for information science" to the Victorian branch of the Information Science section of the L.A.A.

*M. V. Chiba*

M. V. Chiba  
Hargrave Librarian  
23.1.78

## BIOMEDICAL LIBRARY.

### ANNUAL REPORT. 1977.

#### 1. INTRODUCTION

In 1977 the Monash Library system faced severe budgetary restrictions. For some years previously the Library had received reasonably adequate financial support, which had resulted in the rapid growth of library holdings, and the building of first rate collections in many disciplines. With world wide inflation from 1977 the purchasing power of the available monies has been severely curtailed, and the cutback in the purchase of books and periodicals ~~have~~<sup>has</sup> far-reaching effects on the future activities of the Biomedical Library. Fortunately the Library's difficulties have been recognised, and in 1978 it is to receive a slightly higher proportion of the University's budget, and more money is available for purchase of monographs. However, strict control on book and journal selection will need to be maintained so that the available finance is used as effectively as possible. In addition to restrictions on the purchase of resource material, there have been cutbacks in staff which have resulted in the reduction of service. Staff resigning have inevitably been replaced with less qualified staff, and during 1977 the library opened on Saturdays during third term only. It is anticipated that with the increase in funds, the Library will open on both Saturdays and Sundays in 1978.

#### 2. ADMINISTRATION

2.1. Staff. At the beginning of 1977 two staff members resigned to take up full time academic study. One position was immediately filled by a former staff member who had returned from overseas. During the year an assistant librarian also resigned and the Biomedical Library was not able to replace her at the same level. She was replaced fortunately by a lesser qualified former staff member, whose knowledge of the Biomedical Library compensated in part for his lack of formal training. However, it is disappointing that as the Biomedical Library was approaching a reasonable level of senior reference staff, that establishment has been eroded. Also, as further staff cuts were foreseen, one staff member reduced her working week from five days to four. Weekend opening was covered principally by casual staff, which freed permanent staff for routine duties.

It is to be hoped that future staff resignations will not result in any further downgrading of staff positions, as reductions in service to library users must follow.

2.2. Staff Meetings. A more formal pattern of staff meetings was introduced in 1977. General staff meetings, when all available staff attend, are still held each vacation. In addition a senior staff meeting is held every four weeks, when policy and procedures are discussed and formulated. A monthly meeting with representatives of all staff, senior, middle level, and attendants, is also held. Agendas and minutes of these meetings are distributed, and in this way all staff members are kept in touch with changing library policies and their implementation.

2.3. Periodical Accessions. During 1977, when all library procedures were examined to avoid possible duplication, the Biomedical Library took over the direct receipt and processing of its journal subscriptions. These previously had been processed by the Periodicals Department in the Main Library, and then sent to the Biomedical Library where a certain duplication of procedures was inevitable. All records are now kept at the Biomedical Library, and problems can be dealt with as they occur. Much of the credit for the smoothness of the changeover is due to the co-operation of the Periodicals Department.

2.4. Amalgamation of Hospital Libraries. The Professorial Board has also asked the University Librarian to investigate the duplication of library facilities at the Alfred and Queen Victoria Hospitals. The sub-branches were initially established as an interim measure until the teaching hospital was built on the campus, and it was proposed that these holdings would then form the clinical collection at the Biomedical Library. As plans for a campus hospital have now been abandoned, the status of the off-campus sub-branches should be reconsidered. Agreement has been reached that there will be only one library in the new Queen Victoria Medical Centre at Clayton, and official approaches have been instigated to investigate the possibility of amalgamating the Monash Medical School Library with the Alfred Hospital Library.

### 3. BUDGET.

The actual allocation for books and journals in 1977, \$138,975, was lower than the 1976 allocation. After provision had been made for on-going journal subscriptions (\$127,000), only \$11,975 remained for standing monograph series orders and book purchases. As a result, very little new monograph material was ordered in 1977. The inflationary increases in the costs of journal subscriptions appear to have slowed and hopefully more funds will be available for monograph purchases in 1978.

### 4. STOCK.

The policy of returning little used material to the campus from the sub-branches has continued, and in the first part of 1977 multiple copies of superseded texts were weeded from both the Alfred and Queen Victoria Libraries and returned to the Biomedical Library. As these internal transfers are not recorded, it is no longer proposed to give the holdings of the sub-branches separately.

The total holdings of the Biomedical Library and its sub-branches now number 94,178 volumes.

4.1. Monographs. Because periodical and standing monograph series are a fixed commitment, and have priority on monies available, growth in the monograph collection has suffered most from the current budget restrictions. Only the most urgent requests were processed for purchase in 1977, and this policy will inevitably result in gaps in the collection. This will be felt particularly in 1978 when very few new titles will actually be added to the library.

4.2. Periodicals. With the anticipated rises in periodical costs the Biomedical Library was requested to reduce periodical subscriptions by \$13,000. A revision of periodicals subscriptions was undertaken by the Biomedical Librarian in consultation with members of the Biomedical Library Committee. Duplicate subscriptions, both between branch

libraries on campus, and the Biomedical Library and its sub-branches, were evaluated. As a result over 250 titles were cancelled, at a total saving of \$14,000. It was anticipated that further cancellations would be required in 1978, however it now appears that with the slowing in the rate of inflation these may not be necessary. However, it must be noted that very few new journal subscriptions were placed in 1977, although many outstanding new journals commenced publication. It is foreshadowed that the subscription list needs to be continually revised, with cancellation of little used material, so that new journal subscriptions can be placed. The number of journal titles in 1977 fell from 2732 to 2719, and will fall further in 1978 as the cancellations take effect.

4.3. Standing Orders (Monograph Series). Standing orders were also reviewed during 1977, and 50 subscriptions were cancelled, amounting to \$2,500. As publication schedules for monograph series are often irregular, it is difficult to assess the total commitment in any year, and only orders for series known to be of a high standard should be retained.

4.4. Binding. Binding costs also rose sharply in 1977, and as a result branch libraries were asked to review binding policies. The Biomedical Library will no longer bind both copies of duplicate subscriptions held by the campus and sub-branches, or copies of Current Contents. If volumes are slight, it will be policy to bind two volumes together.

5. LOANS.

Loans for 1977, with comparable figures for 1976 are as follows:

<u>Biomedical Library Totals</u>	<u>1977</u>	<u>1976</u>
Student Loans	49,823	47,965
Overnight Loans	4,235	3,905
Staff Loans	23,096	33,260
Loans to Outside Libraries	12,040	11,647
Internal/Reserve Loans	34,611	35,997
	<hr/>	<hr/>
	123,805	132,774
	<hr/>	<hr/>
Interlibrary Loan Borrowing	1,927	2,098

Break-up of loans between the Biomedical Library on campus and sub-branches is as follows:

<u>Campus</u>	<u>1977</u>	<u>1976</u>
Student Loans	45,623	43,464
Student Overnight Loans	1,820	1,967
Staff Loans	7,975	12,191
Loans to Outside Libraries	7,476	7,522
Internal/Reserve Loans	33,523	34,766
	<hr/>	<hr/>
	96,417	99,910
	<hr/>	<hr/>

<u>Alfred Hospital Sub-branch</u>	<u>1977</u>	<u>1976</u>
Student Loans	2,932	3,385
Overnight Loans	2,415	1,938
Staff Loans	11,514	17,672
Loans to Outside Libraries	4,006	3,615
Reserve Book Loans	1,088	1,231
	<hr/> 21,966	<hr/> 27,841
<u>Queen Victoria Sub-branch</u>		
Student Loans	1,257	1,116
Staff Loans	3,607	3,397
Loans to Outside Libraries	558	510
	<hr/> 5,422	<hr/> 5,023
<u>Interlibrary Loan Borrowings</u>		
Biomedical Library (Campus)	1,106	1,203
"          "      (Alfred Hospital)	492	487
"          "      (Queen Victoria Hosp.)	329	408
	<hr/> 1,927	<hr/> 2,098

Loans to outside libraries continue to rise, although not as steeply as in previous years. An equivalent of three staff members is employed solely servicing outside requests, and it should be noted that the Biomedical Library continues to handle more than 50% of the total loans made by the University to other libraries. Unfortunately much time is spent in checking inaccurate requests from libraries who possess few bibliographic tools.

Borrowings from other libraries have continued to fall, but many of the requests now handled are for material which has to be obtained either interstate or overseas, and requires careful bibliographic checking.

Staff loans have also fallen. The sharp drop in statistics at Alfred Hospital is mainly attributed to the number of journals which are no longer circulated. It would appear that more staff members are using the journal collection in the library itself.

#### 6. ACCOMMODATION.

Deficiencies in the design of the Biomedical Library have for many years created administrative difficulties both for library staff and users of the library. The lack of a seminar/conference room has hampered the library's reader education programme, and there is no adequate area for discussion. The foyer on the first floor, which was formerly used as a quiet discussion area, has gradually become more of a service area, with the growth of the catalogue necessitating extra cabinets, the housing of a display unit for Life Science 101 assignments, and as an audio visual room.

The Biomedical Library has for many years needed a permanent reference desk in the foyer, and it is hoped with the rearrangement of existing furniture to provide this in 1978. It will be manned each week day by senior reference staff. The provision of a discussion room and a conference room would certainly improve the library's operations. Unlike previous years, seating in the library has not been under pressure, except at the end of third term.

A more pressing problem is the need for more space for periodical material. This has partially been solved by transferring early runs of periodicals and older book stock to the Penthouse. This was particularly necessary in the ground floor, where space is very limited. It is anticipated that as shelving is obtained for the entire Penthouse area, all periodical material prior to 1950 will be transferred there, relieving pressure on the ground and second floors for the time being. Uncatalogued material (usually unsolicited gifts) has been transferred to the Deposit Collection in the Main Library, freeing shelving in the Penthouse. It should be stressed that this is only a temporary solution, and the University may need to examine the possibility of a central library store for its branch libraries in the future.

The problem of access by handicapped persons to the Biomedical Library remains unsolved. The Vice Chancellor in 1977 appointed an Advisory Committee for People with Handicaps, of which the Biomedical Librarian is a member. The University Architect has examined the problem of access, and is of the opinion that adequate access, with ability to move to each floor, is only possible by the installation of a lift. A public appeal may be launched for funds towards the cost of the lift but to date the matter is still under consideration.

The lack of sufficient work space for staff seems insoluble. The carpeting of the work area would help to reduce noise levels and greatly contribute to staff efficiency.

#### 7. REFERENCE SERVICES.

One of the most interesting developments in the provision of reference service has been the installation of the MEDLINE terminal. Four staff members, including the Biomedical Librarian, have now received training at the National Library of Australia as MEDLINE analysts, although one staff member has since resigned. No charges were imposed for searches until analysts had gained some expertise in using the system. It should be stressed that the costs connected with MEDLINE are communication charges only. Computer costs are born by the Department of Health. A charge of \$10 per search was introduced on 1st April, 1977.

#### Statistics of Usage, 1977.

Jan.-March	105
April-June	65
July-Sept.	33
Oct.-Dec.	51
	<hr/>
	254



The dramatic drop in the number of searches after charges were imposed is self evident. The University of Melbourne, which has the only other MEDLINE terminal in Victoria, does not charge, and it is probable that searches which were previously sent to Monash are now directed to Melbourne. Since charges were imposed there has also been a tendency for a manual search to be requested when a MEDLINE search would have been more productive, because the user could not meet the MEDLINE costs. Manual searches, sometimes less effective than MEDLINE searches because of the structure of Index Medicus, are costly in terms of staff time. The policy of charging for MEDLINE searches should be reconsidered, so that the reference staff can choose the most effective method for each search requested. 1977 has also seen the installation of the AUSINET terminal in the Main Library. At the moment the data bases mounted are only of peripheral interest to Biomedical Library users, but as more bases are added (BIOSIS for example), AUSINET will be used more by Biomedical Library users.

In addition to the number of MEDLINE searches, 86 manual searches have been made, including 61 for Australian Hospital Association members.

#### 8. READER EDUCATION.

In 1977 the format for tutorials to first year students was changed radically. It has become evident that secondary students now entering University are better prepared in library usage, as most students come from schools with well equipped libraries. Furthermore, audio-visual materials are now widely used in secondary school teaching programmes. During the vacation 1976/77 the Biomedical Library, with the help of the Audio Visual Department, prepared a slide/tape programme which could be used as an introductory tutorial to the library. The programme runs for 20 minutes, and is followed by a short tour of the library. The programme was enthusiastically received by students and has been very successful. The senior reference staff continued, as in previous years, to conduct tutorials in the use of bibliographic tools for 2nd and 3rd year students. At the end of 1977 a senior staff member was seconded to HEARU in order to prepare a tape/slide programme on the use of Index Medicus, and it is hoped to make similar programmes on other bibliographic tools in the future. These would not take the place of the present tutorials, but would be used in conjunction with them.

For some time the Biomedical Librarian has considered that a tutorial on the latest developments of information retrieval in medicine, such as MEDLINE and its use for the immediate on-line information, should be given to final year medical students. If such a tutorial could be incorporated into the final year programme it would prove extremely useful to new graduates.

#### 9. AUDIO VISUAL MATERIAL.

Prior to 1976 the Biomedical Library held little audio visual material. What it did hold was poorly organised and little used. At the beginning of 1977 all audio visual cassettes were fully catalogued, and placed on open access. In addition, arrangements were made to acquire tapes on subjects of topical interest, particularly if they related to University courses. Use of the material has risen

dramatically, and academic staff have been asked to place audio visual tapes in the library if available. Now that the audio visual collection has been fully catalogued, the Biomedical Library's holdings are recorded in the Union Catalogue of the Central Medical Library Organization.

10. AUSTRALIAN HOSPITAL ASSOCIATION.

The Information Centre for the Australian Hospital Association continued to receive wide usage. The Association supported the Centre with funds for a part time staff member in 1977, but was unable to provide finance for books or journals. A donation of \$1,500 for the purchase of monographs in the field of hospital administration was received from the Mayfield Centre, which has proved most useful. In 1975 the Association approached the Kellogg Foundation for funds to establish the Reference Centre, but the application was not successful. A further approach to the Foundation was made in 1977 and as a result a sum of \$149,000 has been granted to the Biomedical Library to continue the service for the next three years. The grant covers the provision of extra staff and the purchase of resource material. The grant will strengthen the Biomedical Library's holdings in the field of hospital administration and enable the Centre to provide an efficient information service to the Association's members.

10. 8

LAW LIBRARY

ANNUAL REPORT 1977

The law library collection was considerably enhanced in 1977 by the Law Faculty's donation of the United States Statutes at Large, as a memorial to the late Professor F.R. Beasley, Faculty Law library consultant during the years 1968-1970.

The Faculty's transfer of a small room adjacent to the library work area has temporarily alleviated a severe problem of overcrowding and provided, for the first time, adequate accommodation for the library's growing microfilm collection.

The library staff are watching with some trepidation, the introduction of the Faculty's summer teaching programme. While it is satisfying to have the collection in use for the whole year, the new timetable places constraints on the library's traditional long vacation activities, and strains the already over-extended staff establishment. The 1977/78 programme has involved only about one-sixth of the student population and has therefore not imposed an undue burden on the library staff. However, should the programme be extended, additional staff will have to be employed.

Substantial progress was made during the year in improving services to users of the library. Reorganization of staff responsibilities enabled a reference librarian to be stationed in the library from 9 a.m. to 5 p.m., and by arrangement with the Moot Master, all students are now given a formal introduction to legal research materials before they begin work on their moot cases.

The library has continued to make its contribution beyond the Monash campus. In March, the librarian presented a paper at a seminar for librarians in the Criminal Justice system, conducted by the Australian Institute of Criminology, and later in the year contributed to a Workshop on Sources of Legal Information conducted by the Monash Graduate School of Librarianship and the Centre for Continuing Education. One outcome of the A.I.C. seminar was a decision to compile a union list of Criminology periodicals held in Australia, for eventual inclusion in the Institute's Computer data base C.I.N.C.H. (Computerized Information from the National Criminological Holdings). The list has been compiled by Monash Law library staff.

During the year, the librarian was re-elected to the Board of Directors of the International Association of Law Libraries for a further term of three years.

GRADUATE LIBRARY - ECONOMICS AND POLITICS

FACULTY OF ECONOMICS AND POLITICS

Report for the year ended 31 December, 1976

During the year there was a modest increase in the use of the library by students and frequently all the study carrels and tables were fully occupied. One would have liked to have seen more use by the Honours and Post-Graduate students. Staff continued the heavy use of current periodical material similar to the previous year.

After the appointment of an Assistant Librarian the enquiry/reference desk in the main section of the library was staffed from 9.30 a.m. - 12.30 p.m. and again from 2.00 p.m. - 4.00 p.m. during second and third terms. At these times enquiries were directed from the counter. A register was maintained of all enquiries made with the answer and source of information. The numbers were not great and were essentially simple. Possibly this results from a disbelief that librarians have subject knowledge or even awareness of the depth and scope of the collection. Curiously this does not apply with nearly as much force to members of the teaching staff but then they are much more aware of time as a possible constraint in their seeking information nor do they sense any loss of "face" in seeking help. This latter point is, I believe, a factor in the disinclination of many students to seek assistance until the last possible minute and often not then.

Faculty Library Advisory Committee

The Committee was, at the beginning of the year, made a committee of the Board of the Faculty of Economics and Politics. Subsequent to the election of members the committee met on only one occasion during the year. Membership of the Committee for 1977 was as follows :-

Dr. A.E. Dingle (until 30 June)	Economic History
Professor P.T. Fitzroy (Chairman)	Administrative Studies
Associate Professor K.S. Frearson	Econometrics & Operations Research
Dr. D. Goldsworthy	Politics
Mr. L.D. Parker	Accounting & Finance
Dr. G.F.R. Spencely (from 1 July)	Economic History
Mr. J.H. Thorburn	Faculty Librarian
Dr. I. Wills	Economics

### Technical Services

Serious errors in planning for the transfer from manual to a computerised system for maintaining their records on the part of one of our agents, International B.C.N. Library Suppliers Pty. Ltd. caused them to be unable to process subscription renewals until early in 1977. Publishers did not receive and process the renewal notices until well into the year and the end result was that a large number of American journals did not arrive or the earlier issues were missed and with approximately twenty (20) titles no issues at all had been received by the end of the year. In spite of explanations and expressions of regret from the agents the library has been and is in a very awkward and embarrassing situation with no surety that the problem engendered will be clarified in the forthcoming year. It is all the more unfortunate that most of the journals affected were those in high demand from the teaching staff of the Faculty. The time is possibly ripe for considering the selective placements of subscription orders direct with individual publishers. Again in 1977 the library produced four (4) Duplicate Lists. Two (2) devoted to journals, one (1) to non-Australian government publications and one (1) to Annual reports both of Government departments and listed public companies. The disposal of material varied quite markedly in the lists - ca. 95% of Annual reports, ca. 75% and 50% respectively of journals and only ca. 20% of Government publications.

Binding of library material was very much reduced in comparison with 1976.

Journals	104 volumes
Newspapers	7 volumes
Statistical material	118 volumes
Other	4 volumes

### Readers Services

The weekly "Current Contents" service for staff was again produced during the teaching year including the two mid year vacations. From this year three sets have been made available - two for the current week and one for the previous week.

Two issues of the library Newsletter were produced during the year, unfortunately less than our anticipated four issues.

The number of students enrolled for the unit Business Finance greatly increased and on the advice of the lecturer concerned the library did not continue with the course of guidance in the use of the Stock Exchange Information Service as had been done in 1976.

However, of more relevance probably, was the introduction of an initial programme in reader assistance to the third and fourth year Honours students. This was not as successful with the former or with the latter but overall the conclusion was that there exists a definite need and benefit available for students at this level. With the encouragement of Professor M.S. Henderson and Professors R. Parish and M. Porter further but separate programmes in the use of and advice about indexing and abstracting services were prepared and presented to Post-graduate students in the Department of Economics and also the Department of Accounting and Finance. The sessions were restricted to groups of no more than six and were therefore repeated on three occasions for Economics students and on two occasions for Accounting and Finance students. The response from those attending, mainly part-time tutors in the departments concerned, was sufficiently encouraging for plans to be made to continue the programmes in 1978.

#### General

Throughout 1977 (i.e. the teaching year), the library remained open for two evenings, namely Tuesday and Thursday until 6.30 p.m. It was intended that First Term be a trial period but as it proved acceptable, the times were continued. It appeared to be more satisfactory to staff to be able to peruse current journals after 5.00 p.m.

While 1977 was hardly spectacular as far as the library was concerned, moves in the area of reader assistance/education were, never the less, positive steps in the direction of increasing the usage of the collection by a significant proportion of the users it aims to serve, namely those students preparing Masters and Doctoral degrees.

## RARE BOOKS

1977

In 1977 the Rare Books Collection grew from 15,345 to 16,024 volumes. The growth, representing 679 books was the lowest for many years and the books acquired by purchase would be about one third of the previous year. Without the 95 volumes of theses, 97 volumes of staff publications (many of them gifts) and also other substantial donations our acquisitions would show an even more alarming decline. The principle of our collection was always to increase the strength in areas where research was already going on and strengthen these sections which with reasonable additions could sustain research. One cannot abandon this for a long period, without serious consequences.

During the year 1405 titles, 1747 volumes (including periodicals) were fully catalogued in the Rare Book Collection and in addition approx. 95 theses and 97 volumes of Staff publications were also permanently added to the Collection.

Stock taking includes the section 000 - 830 and only one volume was found missing since the last stocktaking of this area in 1975.

During the year several groups received introductory talks to the collection including Students of the French and English Department, School of Librarianship, and new staff members of the Library.

Substantial inroads were made in the reduction of the cataloguing backlog, which is now basically reduced to the foreign language and some very miscellaneous materials. For Mr. K. Archer's continued assistance ~~with~~ <sup>with</sup> the cataloguing of rare books we are very grateful to the Technical Services Librarian and the Chief Cataloguer.

Existing space will be exhausted when the cataloguing backlog is completed. When planning an extension, space for a working area should be included where leather dressing, repair, etc. can be more easily handled and the necessary materials stored.

Repair will be more and more important as usage goes up (already heavy usage has damaged some volumes) and also the prices of old and rare books go up more than the inflationary spiral. Preservation of books of permanent value is gaining more and more active support in overseas libraries.

We were unable to complete the first round of dressing of all leather bound volumes in 1977 as envisaged in 1976, because staff was not available for the 5 hours a week - it was calculated on.

During 1977 approx. 1260 titles were read in the Reading Room. Extended service hours once a week till 9 o'clock p.m. were introduced for the convenience of part-time students.

We purchased sheets of acid-free paper to protect fragile unbound material.

In 1977 the following exhibitions were held:

- 1) The Fanfrolico Press
- 2) William Blake
- 3) The first Australians: an exhibition to mark National Aboriginal week, 4th to 8th July.
- 4) Robert and Andrew Foulis and the Glasgow Press.
- 5) Charles Dickens: the man and his works
- 6) Nineteenth century illustrations: a display based on Geoffrey Wakeman.
- 7) Designs of Sonia Delaunay
- 8) Printing of Geneva, 1478 - 1978
- 9) Early Australian photographs

Our set of Goulds Birds was again exhibited during Open Day.

It is with great pleasure that we have to acknowledge a great deal of help received from experts and collectors to make such wide variety of exhibitions possible.

We must especially thank Associate Professor Kirsop, Dr. Dilnot, Dr. McMullin, Mr. C. Bourke and Mr. B. Gerrard for their contributions.

To mount exhibitions of similar quality we have to acquire some new equipment to make the conditions as safe as possible for the manuscripts, books and illustrative material on view and to add variety to the methods used in the displays.

Donations from the Friends of the Monash University Library enabled us to acquire several volumes from the Fanfrolico Press. We now have about three quarters of the total output of this most famous of all Australian private presses. The beautiful reproduction of three of Repton's famous Red Books by the Basilisk Press was also presented by the Friends.

Professor and Mrs. Manton gave 19 works to the RBC, including an edition of Swift's Works, Edinburgh, 1757 not previously held by the Swift Collection; 16 small format books from the presses of the Elzevirs, J. Blagden, W. Pickering, etc. Dr. H. Love's gift of the beautiful 18th century engraving of Wrest House, the property of the Duke of Kent from whose library our first edition of Swift's Gulliver's travels and A Tale of a Tub comes from now decorates the wall of the Reading Room. An other notable acquisitions was Arthur Hind's Engravings in England in the sixteenth and seventeenth centuries, Cambridge, 1952 - 64, 3 vols.



LIBRARY

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

As forecast, the devaluation of Australia's dollar cut very seriously into the Library's finances, so much so that 1977 began with a considerable deficit, and continued with a promise of worse to come. Until finances could be reorganised, it was necessary to stop the placing of new orders, and this situation continued for some months.

Staff numbers were reduced further, and a considerable programme of cancellation of periodical titles was commenced. Other university funds were found for the Library and the country's creeping re-valuation combined with periodical price rises of a lower order than expected acted to reduce commitment well below the level expected only a few months before. The Library enters 1978 much more confidently than had been thought possible.

This was not easily achieved. Periodical sets are perhaps the major asset of most research libraries, and cancellation of any title may mean a great loss to the future, not only to the home institution, but to others in the region as well. Contact was kept with other major libraries throughout the exercise, which involved some 540 titles. Within the University, the review necessary before cancellations began was long and tedious, and involved consultation and committee work with hundreds of members of the teaching staff. In spite of the potential for conflicts, the exercise was carried out in a general spirit of cooperation. The warning was still clear: that any further cuts would be into sensitive areas of scholarly growth.

Book intake was apparently only slightly reduced, at 56250 (as against 57700 in 1976). This figure, however, represents catalogued volumes, and the cataloguers made notable inroads into their back-logs. In fact, the number of monograph volumes acquired was much reduced, particularly in the science areas, where maintenance of periodical subscriptions was rated more highly. The filling of gaps in the collection, by retrospective purchasing, came to an almost complete stand-still. A pause such as this does little harm, if current publishing output is not neglected, and it is not too prolonged. If extended, both staff expertise, and the quite essential contact with specialist suppliers are easily lost, and may take many years to re-build.

Indeed, the Acquisitions Department, which bore the worst brunt of staff cuts is reduced to the point where the effectiveness of its service is declining, and the morale of its staff with it.

Less hard hit, though badly affected by sickness and long service leave, the Cataloguing Department reacted by producing a very welcome increase in output, amounting in fact to nearly 60% in some months. The reduction in the cataloguing back-log mentioned earlier resulted from this as much as from reduced intake.

Development of the agency known as CAVAL (Cooperative Action by Victorian Academic Libraries) was unfortunately slower than had been hoped. The Victorian Universities & Colleges Committee confirmed in March the temporary steering committee as its Committee on Library Cooperation with a brief to set up the agency. Much useful work has been done, in creating a formal structure and identifying possible interim systems. Advertisements for staff were placed and interviews conducted without, however, a firm appointment by the year's end. A meeting of participants in December made clear how much was expected of the agency and at the same time how much impatience was resulting from the slow visible progress.

Another cooperative venture is that which has been named AUSINET. The last report referred to moves by Monash to tap into the on-line data base of educational material known as ERIC, using a local computer bureau. This was taken up by the National Library, and Monash is now one of 10 libraries across Australia in daily conversation with a range of data bases in education, the social and the physical sciences. A much wider range is available from several American services and is in principle immediately accessible. The local network is providing invaluable experience to both users and reference staff, and is also prompting the development of new information services with a distinctly Australian flavour. The Graduate School of Librarianship and the Faculty of Education provided both the enthusiasm and early funding for the venture. In a year in which we seemed forced to cut back on service, it was stimulating to have this new and exciting service come so quickly into play.

The cuts in service resulted directly from staffing reductions. Hours of opening were reduced, by 1½ hours per day in the Main Library, and by closing the other branches on Saturdays. Service points were staffed with fewer staff, and staff of a generally lower level. It is a tribute to them all that service was affected as little as was the case. It should be pointed out that, as always, the most vulnerable were those to suffer: casual staff and staff depending on overtime, on one side of the counter, and part-time students on the other.

Work had been going on through the previous year in specifying an automatic data collection system for circulation purposes. This was progressively installed during the second half of the year, and the long vacation saw teams at work in the Main Library, equipping the open access collection with machine-readable badges. The system should give better control and greater accuracy, with less work for both users and staff. After operation for a year in the Main Library it is planned for extension to the Hargrave and Biomedical Libraries in 1979.

For the first year in Monash history, loan numbers fell as compared to the previous year: 516000 as against 527000 in 1976. This had followed a total of 427000 in 1975 so, for whatever reason, it seems that 1976 was the special case. Observation suggests a greater tendency now to read in the Library rather than to borrow.

The pattern of inter-library loans remain unchanged: we are still lending more (23234 as against 21469) and borrowing fewer (5903 against 7648). Two factors may be expected to change the picture in 1978. The introduction of machine-searched bibliographic files tends to point research workers to a wider range of material than they had been used to consulting, so that inter-loans in both directions may tend to rise; and the projected introduction by the Library Association of Australia of an "interloan currency" to allow for easy payment for photocopies supplied to other libraries may change the distribution of demand across Australia. Until we know the charging policy of other libraries, we cannot estimate the impact, but suspect that demand on Monash may well slacken.

A procedural change initiated during the year is hoped both to economise on staff and improve service. The receipt and recording of new periodical parts, previously a central operation has been de-centralised to all branches. Some duplication of work has been eliminated, and, we hope that the close knowledge that branch staff have of "their" titles may make for quicker recognition of irregularities in supply.

One indicator that the growth of the Library had reached some sort of plateau is that no building operation, extension, even major reorganization was undertaken in the year. An examination was made of the needs for access to the Biomedical Library of handicapped people; the costs involved in a new lift, which seemed the only solution, were daunting, and it was soon clear that the problem extended also to the Hargrave Library and perhaps other essential areas in the University. The Vice-Chancellor therefore set up a committee chaired by the Deputy Chancellor, which is examining the whole needs of the handicapped.

Reference service to Australian hospitals and their administrators was continued by the Biomedical Library on a pilot basis with funds provided by the Australian Hospital Association. We were most encouraged by the visit during the year of the Vice-President (Programs) of the W.K. Kellogg Foundation, resulting in a grant of approximately \$150,000 to expand and consolidate that service for the next three years. The grant is gratefully acknowledged; the strength in both staff and resources it will provide can only be of benefit to the University as well as the hospital community.

Another substantial donations was of a set of the United States Statutes at Large by the Faculty of Law as a memorial to the late Professor F.R. Beasley whose wide knowledge and patience as Law Library consultant contributed so much to the reasoned development of that library.

A donation from the Monash Parents' Group again made the purchase of much student reading material possible; The Friends of the Library supported the purchase of several Fanfrollico items and the beautiful reproductions of Humphrey Repton's Red Books and a number of other additions were made to the Rare Books collection, notably by Professor and Mrs. Manton. Cash support, in response to the Library Appeal and otherwise, continues to be most encouraging. Formal acknowledgement has been made to each donor. In a year in which governmental support seemed fragile, it is more than usually fitting that such help should be gratefully acknowledged here as well.