Acqu. Dept ~A/R

PERIODICALS

Monash University Library

Annual Reports

1981

LIBRARY

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

The year began with promises of almost unrelieved gloom, but as the months passed, the skies seemed to lighten.   The cheering factor was the rate of overseas exchange which, on the Library's own basket of currencies, improved its buying power by over 12% as measured against 1979.   This almost exactly matched the rate of inflation of American publications and reduced the impact of the British rate to something manageable.   Partly as a result was a book intake unexpectedly increased by 6.7% over the previous year.

The other factor was an unusually high number of gifts, including the library of the late Professor Arthur Brown, ex-Chairman of the General Library Committee.   The library reflected his extremely wide interests and filled many curious corners for us.   Books not required by the Library are being sold on the instructions of his executor, Dr. Diane Speed, with the proceeds to be a further donation to the Library.   The gesture is warmly appreciated, as are the gifts of individual donors and the continuing support of the Friends of the Library, and of the Parents' Group, whose major gifts are directed each year to the Library.

Additions to the catalogued stock were 37,377, a figure comparable to that of 1980. In that year cataloguing failed to keep up with the intake, and it was hoped that there would be an improvement in 1981.   Several factors prevented this: accepted network standards were found to be unrealistically high and time-consuming to maintain; the slow turn-around of batch processing created its own delays and inefficiencies; great numbers of changes in practice resulted from the adoption of much changed Anglo-American Cataloguing Rules (AACR2) and these lowered production, as did the differences in application emerging from the different agencies who supply our cataloguing data.

Applying the new Rules to our existing card catalogues was a job too enormous to contemplate, but the machine files on which the Library's developing catalogue and that of the other members of CAVAL (Co-operative Action by Victorian Academic Libraries) is maintained, could be updated and would have to be, to accept records bought from national agencies in the future.   This was done as a co-operative project organized by CAVAL.   It has taken some 2½ man-years; the Monash share was six man-months, and the project was virtually completed by the year's end.

Another special project, but one limited to Monash, was started during the year. The new edition of Dewey Decimal Classification turned out to be no more satisfactory than its predecessors in the area of Mathematics, and after long agonizing it was decided to reclassify the section to a new classification based on that used by the American Mathematical Association.   At the same time it was sensible to convert the cataloguing to machine-readable form, which will unify the catalogues, make the collection more accessible to other researchers and allow, in time, of special listings in the area.   The project is largely funded by the Department of Mathematics, who are also assisting in the re-classification.

Apart from the conversion to AACR2, the CAVAL agency is working towards an on-line cataloguing system, investigating joint storage facilities, and negotiating with the National Library of Australia on the use of the Australian Bibliographical Network, in addition to providing routine support for the cataloguing of its member institutions.   This includes provision of a union catalogue on microfiche, of books added to the libraries of most of its members, and fiche catalogues of the individual libraries.   User acceptance of the new form of catalogue has been high, with gratifyingly few problems; the easy availability of the union catalogue is seen as a most useful bonus.

A fact that politicians seem loth to accept is that although universities may cease to grow, their libraries inexorably continue to do so.   Oddly, this can happen to usage as well as to book stock.   With student numbers of 14,161 Monash had virtually grown not at all over the previous year, but loans to students rose from 459,341 in 1980 to 483,778, an increase of 5.3%.   Staff loans rose 9.7% to 165,980.   These increases were noted at all points in the system.   Inter-library loans, on the other hand, fell from 29,723 to 27,794, the first effective fall since 1965.   This leaves Monash second only to the University of Adelaide in its support of other libraries.   Borrowings by Monash libraries also fell slightly from 6,672 to 6,585.   Pressure from some other large university libraries has continued to grow, for acceptance of the charge-out principle on loans to other libraries. The CTEC has commissioned a study of inter-library lending in Australia, and until its findings are known, Monash has opposed this.   It must be admitted that, as one of the largest nett lenders, Monash would have much to gain.

Almost exactly half of these loans were from the Biomedical Library and its sub-branches. Of these, a large number drew on the excellent collection in the field of hospital administration built up with funds donated by the Kellogg Foundation. These funds have also provided staff, to enable the Biomedical Library to give reference service to hospital administrators, members of the Australian Hospital Association. One interesting aspect of this service was the growth in use of the MEDLINE computer-mounted data base, then the declining demand as more and more hospitals themselves acquired terminals and the expertise in their use. The need for references was replaced by a need for the documents themselves, and hence the high interlending rate.

Use of MEDLINE for other readers has continued to expand, as has the direct contact with other data bases in America. As expertise and hence economy in use grows, it is becoming clear that many complex reference questions can best be answered by this technique. Meanwhile, the range of possibilities is expanding daily.

Sadly, this is not the case within Australia. Before the American bases could be economically accessed, the AUSINET set of bases provided experience in a real searching environment for many of us. The concept has proved viable, but for customers other than libraries, and most of the bibliographic bases were withdrawn towards the end of the year.

Reader education programmes continued in much the same format as in previous years. After a well-publicised opening, the year settled down to a very heavy commitment to tutorials for beginning students (given by both library and academic staff, but using educational packages prepared by the Library), tape-slide programmes on aspects of information-finding, and on new procedures, e.g. the microfiche catalogues, and demonstrations of computer searching to those beginning their research life.

The long-awaited amendments to the Copyright Act, following the Franki Committee report on the copyright implications of reprographic reproduction, came into force during the year. Since we were already conforming substantially with the Franki Committee recommendations, the effect on library services has been minimal, though the record keeping now required by the Act has added considerably to the work involved. Some problems remain. No decision has been made regarding the level of multiple copying royalty, so that we are in the position of incurring an expense with little idea of its actual amount. Also, the provisions are complex and obscure enough in some places to produce doubts as to the correctness of our procedures.

For the first time, a joint conference was held between the Library Association of Australia and the New Zealand Library Association, though visits have been exchanged for many years. Several members of the staff attended the Conference, in Christchurch, N.Z., and met librarians from USA and the Pacific Islands, as well as New Zealand. Miss Woramuch Tiatrukol, Medical Librarian of the Prince of Songkea University in Thailand, worked for six months in the Biomedical Library, a useful experience. The Law Librarian, Mr. Ted Glasson, is supervising a survey under the auspices of the Law Foundation of N.S.W, the Victoria Law Foundation and the Commonwealth Attorney-General, of law collections in Australia. The Victorian Institute of Marine Sciences' Bass Strait Bibliography was readied for publication, both as a book and a machine-readable data base (on CSIRONET), with heavy involvement of Marta Chiba and the Hargrave Library staff. The Monash Supplement to Ferguson's Bibliography of Australia (the original Bibliography published before Monash existed) was released early in the year, and contained 664 entries - 94 of these had not been quoted in Ferguson.

All in all a heavy year, with drastic change at the centre of all technical processes. There were signs that order was emerging from the frustration and confusion by the end of the year. A tribute must be paid to the staff who lived through it, and while living grimly through the present, could see and reach for the future.

For the more public side of the Library, increased work-loads and a noticeably tenser clientele could have easily resulted in lowered morale. This was not the case. Service was cheerfully given, and there was still excitement at new developments. The year to come will be harder, hands will be fewer. I believe the staff will meet it in the same spirit.

MONASH UNIVERSITY LIBRARY

Acquisitions Department

ANNUAL REPORT, 1981

1. General Comments
   Inspite of a declining budget-in real terms- 1981 was a relatively
   productive year in terms of ordering activity.
   Overall, the number of book records processed grew by 6.7% over the
   previous year.
   As in previous years the Department attracted a number of visitors
   including a group of librarianship students from Ballarat C.A.E. and a
   group of students of the Library Technician's course at Prahran
   Technical College, as well as a group of Thai university staff.

2. Projects and Plans

   a) The early part of the year saw the first appearance of the current
      order file (COF) on COM fiche (May). After some improvements in
      layout it has now become established as a very acceptable tool in the
      Department. It is available also in other branches and departments.
      The supplement remains in paper format.
      The format of the COM-fiche "COF" is identical with the Historical
      File which became available some months earlier. Unfortunately,
      no progress has been made in merging the several existing sequences
      of the Archive File on COM-fiche

   b) The three senior staff members (R.Cowen, A.Briedenhahn, V.Wehner)
      participated in on-going discussions of the A.S.S. Group (Acquisitions
      Systems Specifications Group) with E.D.P. and other senior library
      staff, and by year's end the specifications for M.I.P.S. (Monash-
      In-Processing-System) had reached the point where commercial software
      packages could be viewed in terms of their suitability.

   c) Parallel to the M.I.P.S. development much useful work was done,
      principally by the COF-Editor (R.Cowen), to "clean up" the existing
      COF. The L.C. Name Authority proved a particularly useful tool.
      It should be pointed out, however, that it is not possible (nor in
      some ways necessary) to improve it to a high level of bibliographical
      consistency.

   d) The on-line budget system was available from the beginning of the
      year and has been improved. The improvements include a useful
      manual for general staff use. Since November terminal acess is
      available in branches.

3. Staff
   The staff level remained almost static compared with 1980, with a marginal
   growth from 19.1 EFT to 19.4 EFT.
   The establishment at the end of the year was 18 full-time staff (of
   whom 1 casual, 2 temporary) plus 1.4 EFT (two permanent staff at 0.2 and
   0.4 respectively, one temp., 0.8)
   Staff losses were J.Campion (June), K.Lynch (November).
   Gains were J.Evans (July), R.Monckton (March), P.Tenenbaum (November).
   S.Lemon has assisted since September (approx. 1 day/week) in data processing
   work.

3. **Staff** (cont..)

M.Spottiswood was absent on recreation and long service leave (August-October). R.Cowen temporarily reduced her working time to 0.8 EFT for 11 weeks.
Due to resignations and changed workloads a reorganization became effective just as the year ended, including five staff.

4. **Activities**

   a) **Orders and General**

   The statistics of COF records punched show an increase in numbers from 27,651 in 1980 to 29,499 in 1981 (6.7%).
   The increase is largely due to the very high number of gifts received and processed.
   460 new periodicals titles were ordered, and approx. 500 requests for periodical gap fillers were sent to commercial suppliers.
   As the above figures give no true indication of actual workloads a month's survey was made of the orders placed versus the number of titles checked. (November,1981).

   The following is the result-

Numbers of recommendation cards, items in catalogues, antiquarian lists, etc. checked (excl. ESCM).	2459
Of these found to be held or on order.	539
Wastage rate: 21.92%	
Numbers of ESCM (approval plan) items processed.	818
Of these found to be held or on order.	33
Wastage rate: 4.03%	
Query slips received from suppliers and processed.	285
Of these found to be held or on order.	8
Wastage rate: 2.81%	

   b) **Gifts**

   The Gifts Officer (E.Hazeldine) was extremely busy due to the large inflow of gifts, the complexities of processing the very large collection of the late Prof.A.Brown, and a change in the procedures for processing government publications.
   The number of gifts received increased from 4386 in 1980 to 6557 (49.5%); the figues for gifts retained from 3523 to 4173, i.e. 18.45%.
   The above figues exclude a further 850 volumes, approximately, representing government publications which at present are not counted in the gifts statistics even though the large majority should be.
   Amongst the gifts received several German collections, and somewhat smaller Polish and Serbo-Croation collections should be specially mentioned.
   The availability of additional shelving at the back of the working area temporarily made gift processing easier though with the arrival of the repair section presided over by E.Bracher this gain might not last long.
   Due to the large workload no progress was made as regards the sale of purchase duplicates.

4. **Activities** (cont..)

  c) **Exchanges**

In contrast to the lively Gifts unit the situation was entirely different in the Exchange unit. This was due to the declining significance of publication exchanges as such, the clumsiness of acquiring exchange publications, the lack of readily available exchange material for use by us, the difficulty of evaluating exchanges, and the sheer cost of some of the material sent out. To illustrate this point with just one example - 122 subscriptions to Australian Journal of French Studies cost us $1,464.00.

  d) **Blanket Orders**

While the operation of blanket orders with most of our suppliers runs smoothly difficulties have been experienced over several years with our suppliers of Eastern European (non-Russian), Spanish-South American and French books. A very high percentage of the Spanish material, and a lesser part of the Eastern European material had to be returned regularly due to the failure of the agents to follow our instructions. In contrast, very little material was received from the French agent.

5. **Seminars and Conferences**

Two staff attended the National Seminar on Approval Plans at Melbourne State College, in August (A.Briedenhahn, V.Wehner). This writer also attended the National Conference on Library Automation at the University of Melbourne. Both conferences were found to be very informative, and oral or written reports were prepared.

6. **Conclusion**

In general, 1981 was a productive year. The deliberations concerning M.I.P.S. forced us to reconsider many of our long-cherished but at times somewhat outdated concepts of bibliographical and orders recording. Hopefully, M.I.P.S. will become a far more powerful tool and will exist with, or in conjunction with, a growing number of other data bases. It is to be hoped that the next year will bring us close to the completion of this new integrated acquisitions data base.

V.WEHNER
19th January, 1981.

MONASH UNIVERSITY LIBRARY

CATALOGUING DEPARTMENT

ANNUAL REPORT FOR 1981

The introduction of the 19th edition of the Dewey Decimal Classification, the second edition of the Anglo American Cataloguing rules and input of all cataloguing to CAVAL, meant a difficult, tense and very busy start to 1981 for the Cataloguing Department. This was in contrast to other departments in the Library, where it is possible to draw breath during a slack period, which Cataloguing never experiences. Fausto Gomes gave a series of very helpful sessions on coding for cataloguers.

Cataloguing staff handled all the changes with professionalism and more good humour than would have been thought possible. However, it was a thoroughly exhausting year, in which there were many frustations, very few of which were of our making. The slowness of the batch system of input is only now being fully realized, and library users simply do not believe it! Why is there no catalogue record in January for a book catalogued the previous July? CAVAL staff are unable to answer this question, nor are Libramatic.

The Cataloguing Librarian rewrote the Department's Procedures Manual early in 1981 and again some parts of it in December, when new procedures were decided upon. The Main card catalogue of authors and titles was rearranged in January, to a more coherent order. This work, which involved moving most drawers, was designed and supervised by a senior Cataloguer, and carried out by Reader Services staff.

The Series and Name Authority files were integrated, a task which was time-consuming, but very helpful in the long term.

A start was also made on the checking and amalgamating of the many CAVAL monthly files. (A card file is kept of each month's input to CAVAL, for easy checking of books catalogued, but not yet in the fiche catalogue.) In theory, these files should disappear with each month's shelf-list cards from CAVAL. However, we have had up to ten separate files! This is usually because Libramatic has not supplied enough cards, although the record is usually in the database. This necessitates extra checking and then typing substitute shelf lists.

Some of the extraneous matters which militate against speeding up input to CAVAL are:
  i)   Strict adherence to CAVAL standards. This necessitated a great deal of checking and correction. Great relief was felt in the Department when we were directed to correct only blatant errors in already-matched records.

  ii) Lack of updating of the CAVAL AACR2 Options Manual issued in October 1980. The Cataloguing Librarian summarized the Manual for Cataloguers, to save them time, expecting regular updates. None has been forthcoming, which means that changes have to be picked up from Library of Congress Cataloguing Service Bulletins, which, for some reason, are most erratic in their distribution. This means that one library is working on issue 13, while another has not yet received issue 11. The National Library's publication "Acquisition, bibliography, cataloguing news" also has to be scanned for cataloguing decisions. However, both these publications frequently clash in their decisions, with AACR2

rules and with each other, which puts Cataloguers in a quandary. Proper updating of the CAVAL AACR2 Options Manual would save an immense amount of time and some wrong decisions.

iii) Tapes being submitted twice and even three times, resulting in the tapes which should have been sent, being delayed. Also necessitating a great deal of frustation and double-checking. Tapes also frequently miss deadlines through no fault of the Cataloguing Department. Fausto Gomes is most meticulous in logging transactions.

iv) Libramatic have never yet sent cards in correct shelf-list order as they should. Consequently the jumble of cards is a time-wasting sorting job. Periodicals shelf-list cards have to be typed because Libramatic truncate the holdings.

v) The large number of duplicates still coming in is another great time-waster for the Department. Either they are checked and eliminated, or catalogued and probably returned to us for with-drawal or transfer a few months later. Either way the cost in staff time is considerable, also relocation in CAVAL costs money.

vi) The number of books required to be transferred from one place to another (and often back again) means a lengthy and maddening procedure. This takes up just about the whole time of a staff member. The point in V about CAVAL cost is relevant here too.

vii) The CMC machine, on which local records are punched, is slow and cumbersome and requires double punching of every record for verification. There is a strong possibility of the backlog of books becoming instead a backlog of punching. Thus, the books will be available, but no records in the microfiche catalogues.

In spite of all the retarding factors, the output of the Cataloguing Department has risen and there is no reason why it should not continue to do so.

The whole staff of the Cataloguing Department is conscious of the fact and appreciative that the University Librarian has ensured that staff levels have not been allowed to fall further. The full-time Cataloguer of Slavic literature left, but we were fortunate to acquire the part-time services of an experienced Slavic Cataloguer who has been on the staff before. Two other staff members left and were replaced.

One member of staff who had a spinal operation in 1980, was absent for a considerable period.

Jean Golding and Kamaludin Diradji both received a Diploma of Librarianship (Information Science) from the Graduate Library School.

One student from the Graduate Library School spent a week in the Cataloguing Department in February being given assistance in working through her programme. Similarly, three first-year, one third-year and one post-graduate R.M.I.T. student were taken into the Department in June. They were instructed in all facets of cataloguing.

The Biomedical and Cataloguing Librarians arranged a one-day-a-week exchange between two members of their staffs for three months. Both libraries gained considerably from the project, as did the individuals. It is to be continued in 1982.
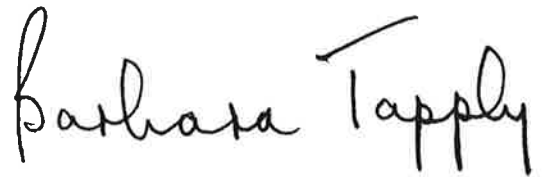
The CAVAL AACR2 Conversion Project began at Monash in mid-August.
It is being carried out by two clerks supervised by an Assistant
Librarian.   It involves checking names in a section of the alphabet
allotted to us in Library of Congress Name Authority and making
necessary references.   The project is going well.

The Cataloguing Librarian has been a member of the EDAC Standards
Subcommittee all year.   It is a hardworking committee, which produces
results.

The Mathematics Department is funding the conversion of records of
mathematics books from the old schedules, to the new M.O.S. scheme.
An experienced Cataloguer (not from the Department) is transferring the
records from the card catalogue to the microfiche catalogues.   A
member of Hargrave Library staff is altering the Classification numbers.
Cataloguing Department staff are doing all the data processing for these
records.

The urgent request service continued as usual and 570 requests were
supplied.   It is unfortunate that records cannot now appear in the
fiche catalogues in a day or two as they used to do in the card catalogue.
However the batch system precludes such speed.

We look forward to a marked increase in output in 1982 and the
beginning of on-line cataloguing at the end of the year.

Barbara Tapply
Cataloguing Librarian

HUMANITIES   AND   SOCIAL   SCIENCES   LIBRARY

ANNUAL   REPORT,   1981

                                    Moira MacKinnon
                                    Librarian, Humanities & Social Sciences

SUMMARY

I   Introduction. 1981 was a very busy year. Staff time is stretched to the limit, and skills and experience often overlooked in terms of material recognition.

II   Organization and staffing. The physical area was reorganized. The poor performance of the air-conditioning system caused stressful working conditions. A new Subject Librarian for Education was appointed.

III   Collections. The rate of acquisitions continued to drop. Access to new stock was slowed because of Cataloguing changes. More periodical cancellations came into effect, and there was tighter control over new subscriptions. A major set of U.N. documents on microcard was acquired.

IV   Services :   To Individuals : Reference. Assistance to the community is noted. Continuing education activities are mentioned. 166 formal searches were made on bibliographic data bases.

     : Loans and Inter-library loans. Monash loans and Monash requests for Inter-library loans continued to rise.

     : Periodicals and Audio-Visual. Statistics of use show continuing rise in activity, except for film usage.

     : Government Publications. Over 85% of enquiries for documents are for 1961 + material.

     : Rare Books. Again rise in usage. Ferguson Supplement is published.

     : Attendants. Photocopier breakdowns were a problem.

Services :   To Groups: Student Reading. Lists for about 450 courses were processed, comprising over 81,000 items. Reserve room was very busy in its new location. Report prepared on stock control outlining the need for more information about patterns and characteristics of use. Teaching staff make a big contribution to work effectiveness if their citations are correct and lists are received in good time.

     : Reader Education. Library Expo for Orientation repeated in 1981. Attendance less than hoped for. Elementary library skills packages administered by some departments. Subject Librarians should be alerted to other library exercises set by teaching staff. Library skills workbook is in preparation for use by Geography Dept. in 1982, thanks to small TIPs grant.

V   Other services and activities: Services for the Disabled. Three visually handicapped students given special service.

     : C.R.A.A. Supervision of training of library technicians provided.

     : Staff development, etc. Several conferences, workshops etc. were attended and staff contributed to these and to others.

III COLLECTIONS

General remarks

The rate of acquisition of stock for the Humanities and Social Sciences collections continued to decline as the cost of library materials continued to rise, offset only in part by favourable exchange rates.

YEAR	TOTAL VOLUMES				TOTAL INCREASE IN YEAR	'PERIODICAL TITLES RECEIVED
	Books	Periodicals	Microforms	Total		
1979	468,693	89,126	106,250	664,069	36,247	7,074
1980	485,041	92,084	112,962	690,087	26,018	7,143
1981	500,077	95,840	118,367	714,284	24,197	7,090*

Table 1. H. & S.S. Acquisitions, 1979-1981

 * 10 additional subscriptions not included.

Access to collections

Significant delays in the cataloguing of all new acquisitions were experienced in 1981 when the Cataloguing Department changed over to the revised Dewey Decimal Classification schedules and to extensive filing rule changes, both of which were adopted by major libraries in Australia and overseas. In addition, Cataloguing staff were involved in the lengthy process of adapting to new procedures required by membership in CAVAL Ltd. through which the library's microfiche catalogue is produced. Priority in cataloguing was given to Student Recommended Reading, urgent orders and urgent requests (of books already received). Reference staff handled enquiries for urgent cataloguing most of which could be satisfied in three weeks. Requests for immediate cataloguing of wanted items resulted in exorbitantly higher costs.

Reference collection

The Reference area was expanded, partly to accommodate the new microfiche catalogue. At the end of the year, the shelving sequence was altered to allow for easier consultation of the heavily used and bulky citation indexes. Education and psychology indexes were placed in closer proximity for user convenience.

Rare Books collection

This collection has grown from 18,643 to 19,307 volumes in 1981. A considerable number of books on a variety of subjects has been identified in the deposit collection for transfer to Rare Books, as has some Australiana from the general collections. More shelving has been added to accommodate immediate growth. Valuable gifts were received for the collection from Friends of the Monash University Library and others.

Periodicals collection

Many periodicals cancellations made in 1980 did not come into effect until 1981 because of variations in billing practices by publishers. Table 2 below shows the continuing decline in titles held, and the tighter control over new subscriptions. This pattern is likely to continue in 1982.

YEAR	NEW TITLES RECEIVED BY			TOTAL Received	TITLES no longer held*	TOTAL loss / nett gain
	Purchase	Gift	Exchange			
1979	265	194	67	526	315	(+) 211
1980	293	144	63	500	431	(+) 69
1981	71	84	15	170	213	(-) 43

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

* By cancellation of subscription or cessation of publication.

An ongoing project is the labelling of bound periodicals for inventory control.

Newspapers collection

Microfilm copies of newspapers have been received for almost all of the heavily used older newspaper titles which are under restricted access in the Newspaper room. The originals will only be available for research use in order to protect the fragile paper and bindings.

Government Publications collection

In 1981 a start was made on completing holdings of Australian parliamentary material. An assessment of our holdings of United Nations materials was also begun with a view to achieving more comprehensive coverage in the future. The purchase of a microcard set of U.N. documents covering the period up till 1967 was a start in this direction. Pamphlet material comprising over 2,000 titles was organized. Such collection management activities will necessarily proceed slowly until more staff are provided.

South East Asian collection

A backlog of miscellaneous newspapers was organized and included in an updated listing of South-East Asian periodicals to be available in 1982, along with a reference guide to South-East Asian material. The supply of Indonesian material through the National Library's Indonesian Acquisitions Project, has increased this year.

IV   SERVICES

A distinction between services to individuals and to groups may not always be appropriate, but has been drawn to offer another perspective on the library's activities.

Services to Individuals

Reference and on-line information services

Statistics on the use of the Reference service were kept over the year, but 26 days were noted as being too busy to record individual transactions.

	1980	1981
Directional queries	19,347	20,650
Bibliographical and reference queries.	12,518	12,504

Table 3. H. & S.S. Information queries, 1980-81.

To some extent, these figures indicate the high usage of the Main Library by non-Monash users. At weekends, our service to the community is believed to be about 50% of service given at the Reference desk based on the information required by users. Such assistance sometimes takes a great deal of time for many of these inquirers have a very low level of sophistication regarding the library resources they need to use. It underlines our belief that in an "information age", no-one can really be called educated if he or she lacks this elementary understanding. It is not possible otherwise to give adequate service to large numbers of inquirers with minimal staffing. From this point of view, we were glad to provide a program on access to information in education to the 60 participants of a 3-day seminar for Victorian Deputy Principals held in November by the Dept. of Education, at Normanby House.

Mainly during the second half of the year, a consistent effort was made by reference staff to hold regular update sessions on various collections or subject areas, as a continuing education activity. The sessions were an effort, indeed, for there was little preparation time available which is required for worthwhile sessions. However, reference staff felt that this activity was very necessary to maintain their skills and the quality of service.

In 1981 a total of 166 formal searches were carried out on bibliographic data base systems. The most popular database by far was ERIC, and educational index. Other files most used were Social Science Citation Index, Sociological Abstracts, Psychological Abstracts and Comprehensive Dissertation Abstracts. Post-graduate students in education comprised about 40% of the users of this service, but interest was being shown by a diversity of departments.   On Tamara Anghie's departure, Jeni Fernando took over responsibility for in-house maintenance of this service.

Four meetings were held during the year for initial discussion of the parameters of a future on-line Monash library catalogue. Jean Warren attended these meetings for the H. & S.S. Branch and provided considerable bibliographical assistance on this subject.

Loans and Inter-library loans

Inter-library loans

The relocation of this office closer to the Reference foyer seemed to be more convenient for both library staff and users although the poor air-conditioning made working conditions very stressful and at times intolerable.

Requests from other libraries declined by approximately 700 to 9,207, and we were able to supply 6,294 of these. Requests for books and photocopies of articles from Monash researchers continued its slow even rise, and this year we were able to obtain more material wanted, including 99 theses.

	1979	1980	1981
Items wanted	2,650	2,700	2,782
Items obtained	2,452	2,489	2,612

Table 4. H. & S.S. Inter-library borrowings

Biggest users of Inter-library loans were:

History	417	Modern Languages	213
Education	342	Economics depts.	193
English	277	Classical studies	106

The Main Library borrowed 526 items principally for Reserve, or to replace missing pages in books or periodicals.

Despite our best efforts, Inter-library loans suffered delays in 1981 due to mail strikes (local and overseas) and telex strikes. The workload of processing requests increased because of the requirements of the revised Copyright Act, and because of the increase in numbers of catalogues and lists to be checked.

Loans

This year we continued to experience problems with the operation of the circulation system for similar reasons as in 1980. Loans figures continued to rise:

	1979	1980	1981
Staff and P.G. loans	79,968	85,763	93,407
Student loans	195,411	199,875	194,264
Overnight loans	104,195	114,744	127,762
TOTAL	379,574	400,382	415,433

Table 5. H. & S.S. loans to Monash borrowers.

Loans staff coped very well with the increased demand, operational frustrations and often uncomfortable working conditions. On many occasions however, they could not have managed without the assistance of library attendants or other staff.

250 books were not returned from loan by Monash borrowers, and replacement copies of them were bought.

Periodicals and Audio-Visual Services

In 1980 it was clear that the new information point in this joint area was being well used by students and staff. In 1981 we decided to monitor the level of activity by keeping a statistical account, with the following results:

1981	Enquiries for Periodicals	Restricted Access Items	News-papers	A.V. Items	Rare Books enq's.	Direct-ional enq's.	TOTAL
Mar-June	3158	1365	996	827	316	946	7,608
Jly.-Oct.	2493	1778	905	704	247	333	6,460
TOTAL	5,651	3,143	1,531	1,901	563	1,279	14,068

Table 6. Enquiries at Periodicals/A.V. Information point.

At a glance the major difference between the two halves of the year is the marked reduction in directional queries in the latter half. It was a surprise to see how much contact with library users we had gained by highlighting an assistance point. There were a number of "miscellaneous" enquiries, and over 900 enquiries about photocopies. By far the most significant number of enquiries was for taped lectures:

	1979	1980	1981
Tapes issues	9,260	10,773	15,605

Table 7. H. & S.S. Issue of taped lectures.

Apart from these figures above, demand for taped lectures went unsatisfied on 4825 occasions. The highest users of this service were History with 3341 tape issues for 12/14 courses; Law 2129 (7/8 courses); Geography 1446 (4/6 courses); Accounting & Finance 1273 (1/3 courses); English 1087 (2 courses) and Psychology 961 (3 courses). (The number of courses varies by semester).

During 1981 usage of films by Monash staff continued to drop overall, but our loans to other libraries grew:

	1979	1980	1981
Monash film loans to staff	503	384	429
Borrowed films for staff	361	462	367
TOTAL	864	846	796
Monash film loans to other libraries	124	177	225

Table 8. Film loans and borrowings

Usage of the microform collection, if duplication is used as an indicator, continued to grow:

	1979	1980	1981
Photocopies	14,394	13,972	15,133
Microfiche duplicates	2,958	3,257	3,109
Total	17,352	17,229	18,242

Table 9. Duplication of microform items

It is still of concern that we have not been able to make time to produce a much needed up-to-date guide to the microform collection.

Government Publications

The use of the Government Publications collection has increased in 1981, especially use by undergraduates. This increase has led to many more enquiries being handled by staff since government documents by their nature are frequently difficult to locate. Over 85% of enquiries are for relatively recent material from 1961 onwards. With the increase in usage, the relocation of the collection will be considered in 1982.

Rare Books

Usage of this collection has also increased and with it the need for closer security. In the reading room, more than 1,500 titles were consulted – about a 50% rise. In part this is accounted for by bibliographic projects underway in the English Department and the Graduate School of Librarianship. Two research assistants have been making frequent and extensive use of the Blake Collection.

After protracted work by a number of library staff over the years, the Monash University Library Supplement to John Alexander Ferguson's Bibliography of Australia, was published in 1981, listing 664 Australiana items held in the Rare Books collection. During the year, six exhibitions were held.

South East Asian collection

Most requests for assistance were Indonesian material.

Attendant services

The library could not function effectively for long without the work of the library attendants who are responsible for shelving material, keeping order amongst unruly or noisy library users, and generally turning their hands to a number of tasks, including keeping photocopy machines supplied with paper etc. 1981 was particularly trying for them as the photocopy machines began to wear down from excessive use, and attendants along with Reserve desk staff bore the brunt of abuse from frustrated users. Attendants also efficiently carried out the shift of bookstacks, furniture etc. for the new Reserve room and Reference areas.

SERVICES TO GROUPS

Student Reading

In 1981, 8 library assistants and 2 library assistants graduate
processed lists for about 450 courses. Over 25,000 items were put
on Reserve, and another 56,000 were processed for weekly or overnight loan.
The relocated Reserve room was busier than ever perhaps because it was
in a more obvious position and possibly students were more earnest about
their studies.

Jim Cleary prepared an in-house report on"Library effectiveness and an
automated management information system for stock control" which called
for more information about student use of learning materials, including,
for example, their purchase of text-books, where they place their
reading priorities and so on. Although student loans have continued
to grow, more sophisticated and more efficient collection management
will be dependent on having thorough and continuing analyses of demand
patterns and characteristics. A review group was formed to assess the
present computerised Student Reading system, with a view to upgrading
it when money and other library automated activities permit this. The
review will continue in 1982. In October, Student Reading staff
undertook an assessment of their workloads. From this assessment, it was
clear that late receipt of lists from teaching staff can double their
workload because of changes to the lists processed for the forthcoming
year so as to be ready for students in the first weeks of term. There
is considerable disruption to effective teaching when reading material
is unavailable. The process of checking lists for student material is
now more complicated and time-consuming because of the two catalogue
formats (plus supplement), and inventory intricacies. Anything teaching
staff can do to help is important, especially providing correct citations.

At the end of the year two staff members, Gayle Whyte and Jeanette Powell
worked on identifying items in the stored collection of monographs
(known as "weeded multiples" or "the weed") which could safely be
disposed of in 1982.

Reader Education

The 1981 allocation of subject responsibilities among professional
librarians was as follows:

Anthropology, Sociology, Social Work & Music	Jeni Fernando
Economics departments	Vivien Nash
Education	Jean Warren
Geography, Visual Arts	Tricia Naish
History, Politics	Jim Cleary
Humanities, Psychology	Robin Lenan

Orientation

The "Library Expo" concept was used again this year in a simplified
design. The simplification in itself involved considerable work.
Our opinion is that Expo is still a useful way of introducing students
to library facilities and of providing them with the opportunity of
meeting staff in an informal way. However attendance was disappointing,
and indicator being that only 347 out of 1460 responding to a
library survey (in six first year courses) had visited Expo despite
publicity at enrolment.

Our information leaflets, redesigned in late 1980, were popular and were used by over 70% of the survey respondents. At the same time, students relied heavily on library staff for information (43.8%) and on fellow students (26.2%) and friends (20.7%).

In 1981, Robin Lenan replaced Vivien Nash on the University's Joint Orientation Committee.

Elementary Reader Education

The basic library skills instruction package of overhead transparencies etc. first introduced in 1980, was used again in 1981. Some departments – notably History, Economic History, Geography and Psychology – provided all the teaching staff time which is so vital for the success of the programme. It is unfortunate that other departments participated half-heartedly or not at all. Early in the year, it was evident that many departments had set library exercises without alerting their Subject Librarians to this. It is better if the contact is made so that we know how much assistance teaching staff want us to provide on such exercises.

Library classes on a voluntary basis (i.e. not in association with any department)were given in May using an instructional package with an Australian theme. These were quite well attended but would cater more for student needs if run with an essay writing seminar through HEARU.

In mid-year, a small grant was received from the Teaching Improvement Projects programme for the design of a library skills workbook to be used in place of the library skills package. Although the latter is relatively efficient in enabling large numbers of students to be informed about the library, it is cumbersome to use and takes teaching time. A workbook has been compiled by Vivien Nash, the Reader Education Co-ordinator, and will be tested on Geography students in 1982, If it proves successful, the workbook will eventually replace all the instructional packages.

Later-year Reader Education

74 classes were given to second and later year students during the year. These were mainly in English Literature, History, Politics, Education and Accounting. Given our limitations of staffing, in 1982 we will be trying to find the time to develop more printed guides for students to make use of without formal instruction.

School Tours

Associated with providing library skills to our own students, has been the demand for tours by school groups. There has been increased contact because of the changes in the VISE syllabus, and many materials required in school projects are only held in major collections such as Monash library. We accommodate these groups on the assumption that many students will eventually attend Monash.

V. OTHER SERVICES & ACTIVITIES

Services for the Disabled

Tapes of reading material were provided for three students in 1981 with the aid of volunteers, and more effort was made to assist physically handicapped people. Jeni Fernando lent her support to the formation of the Australian Disabled Students Union.

Centre for Research into Aboriginal Affairs

Henry Thorburn undertook the training supervision of library technicians in the Centre.

The ECOPS Graduate Library (now the Donald Cochrane Library)

was run smoothly as usual by Henry Thorburn, as was the Music Library by Marianne Kuyper.

Fieldwork students

During the year, students undertaking librarianship studies at tertiary level were given fieldwork experience in various departments of the library.

Staff Development/Continuing Education

Reference staff attended evening meetings of the Reference Interest Group (VIC.), and the on-line information group, AVOCADO, throughout the year. Various staff also attended the following workshops and conferences as time permitted; all at the end of a holiday period in the case of overseas ones, and largely at the attendees' expense..

- NZLA/LAA Conference (N.Z.)
- 2nd International Conference on Reader Education (U.K.)
- 2nd National Seminar on Library Services for the Handicapped
- Victorian Assoc. for Library Automation, National Conference
- Conference on User Education
- Workshop on Reference and Reader Education

Professional activities

Talks: to Graduate School of Librarianship students: Vivien Nash, Tricia Naish

: to State, Municipal and School Librarians: Tricia Naish

: to Graduate School of Librarianship, English Honours; R.M.I.T.; and Scotch College students :   Susan Radvansky.

Papers: Conference on User Education (2)   : Vivien Nash

Committee Members :
UCLS (VIC)	:	Robin Lenan
RIG (VIC)	:	Vivien Nash
Special Libs.(VIC)	:	Henry Thorburn (President till mid-year).

Staff also contributed to the activities of ACOST (Ad hoc Committee on Staff Training) and Jim Cleary edited the Monash Library Staff Bulletin.

RARE BOOKS REPORT
1981

In 1981 the collection grew from 18,643 to 19,307 volumes.
This figure does not include a considerable number of books on a
variety of subjects from the deposit collection and Ferguson items
from other parts of the main library, the transfer process for these
items being still incomplete.

Cataloguing.   During the year 312 titles, 443 volumes were catalogued
plus approximately 150 theses and 115 staff publications were added
to the catalogued stock.   During the year one of the rare book
cataloguers, Vera Steiner was ill during long periods and when here
she had other duties to catch up with.   Therefore for all practical
purposes there was only one part-time cataloguer engaged in the
cataloguing of rare books.

The new cataloguing system has-hopefully only temporarily – very
adversely affected our filing system, because we get cards late and in
inaccurate numbers and sometimes not at the same time, but in dribs and
drabs.

Use.   In the reading room more than 1,500 titles were consulted not
counting telephone or brief inquiries.   This is a 50% rise in use.
In fact ever since the beginning of the 1981 academic year, a general
increase in usage of the Rare Book Room has been noticeable.
Bibliographic projects under way in the English Department and the
School of Librarianship have also meant a considerable influx of student
users and two research assistants have been making frequent and extensive
use of our Blake Collection.

Stocktaking.   Swift, Blake, Johnson Collections: no loss, *f000-f999;
No loss, *800-820.914: one volume.

Note   Further losses of pictures from Art in Australia and other art
periodicals.

At least one glaring attempt to smuggle out material was foiled
but increased security is needed, especially when RB staff is not in
attendance.   At the moment we put the signed borrower's book in the
Reading Room if a reader is consulting more than one volume at a time
to alert the periodicals staff to count the volumes issued before the
user leaves the room.

Space: Five bays of new shelving have recently been installed along the
walls.   No more new shelving can be fitted.   We will be out of space
again very soon.

The only inexpensive, but unfortunately only temporary solution,
would be to transfer all the catalogued and microfiched theses to the
fifth floor or any other closed access place considered suitable.   This
move would have the further advantage of forcing the generally very
reluctant public to use the microfiche version and would help to
preserve the deposit copies in as good condition as possible.   The space
saved will allow approximately two years of further growth.   The
partially or totally restricted theses could still be left in the
RBR until the prohibition expires.   We are also happy to see the
unrestricted theses through all the necessary steps until they reach the
shelves, as we did in the past.

Equipment: We have tried previously to obtain sleeves to filter out harmful rays from fluorescent lighting from England with no effect but there are certainly firms in the U.S. which could supply them. The cost is relatively small and the use is recommended by experts, therefore we should get in touch with a good library supply firm in the U.S. for a quote.

A copy of the microfiche catalogue with a reader would certainly be a welcome addition to our reference tools.

A more expensive, but very much needed equipment is a copying machine or camera which is able to copy without the book being open 180°. There cannot be any doubt about the damage copying can do to a volume and for really rare and/or old volumes the process can be detrimental. I have often battled with my conscience wanting to make information available on the one hand and the obvious duty to preserve the collection on the other. Not only rare books but expensive reference works, art and law books and also some very handsome leather bound volumes from the M collection could be better preserved if the spines did not have to be forced on every occasion they are copied. Improvements can be achieved by such Xerox machines which copy close to the side and one can hold the copy open to a 90° angle. The best alternative is a camera which corrects the angle distortion of an open book.

Staffing: It is hopeless to attempt to give full time service with one part-time member of staff. Not wanting to put extreme burden on other members of the library staff, who in anycase could only give limited service to RB readers, we come to work even when we are ill, which is very unfair to us, even if it is to a certain extent self-imposed. It is impossible to maintain the present level of service, considering the increasing use of the library and the other services we also provide, from bibliographies to exhibitions. We can safely say that no equivalent collection in terms of use, function and book stock has such a small staff.

Paperbacks: The checking of paperbacks for RB material takes place once again in the RBR because it proved too cumbersome to go to the end-processing room and was only possible when both of us were on duty.

Loans and Copying: We have adapted the National Library's Rare Books loan statement for our use and in future a copy of it will accompany every book from our collection to make it clear to the borrowing institute the type of special care we want during its use, including packaging and transport after use.

Distinctly coloured wrappers for all Rare Books away for Xeroxing, photographing, or on loan would be practical, because we have had slip-ups in the past year, e.g. one book nearly finished up in lost property and a few were found on the ordinary M shelves.

Insecticide: We have received an insecticide from the Chemistry Department which has no toxic effect on books or people if correctly used. We will experiment with it in 1982 and if effective we might be able to do away with the present method of fumigation

Air Conditioning: Very unsatisfactory – as there are no windows or open doors if anything goes wrong.

Deposit Collection: The stocktaking (for want of a better word) of the Deposit Collection resulted in finding some rare books and putting the Collection in order for easier access which also benefits not only us, but the whole library. During the process many "lost" i.e. hidden books were found and also books without any identification marks.

Talks: There were several talks given in the reading room on the Collection, five to the English honours classes, one to RMIT students and two to Graduate School of Librarianship Students, beside the one given to Scotch College Students in a wider field.

Leather Dressing: We are at 052 in our second round. We have replaced nearly all old call number slips with ones in acid-free paper. Mrs. Dewer very successfully repairs minor faults.

Location Symbols: The Swift, Blake, Johnson Collections have been completed with the help of student assistants.

Exhibitions and Events Connected with them.

1. Australian Federation, 1901-1981
2. Australia through German Eyes
3. The Seven Little Billabongs; Ethel Turner – Mary Grant Bruce
4. Flowers and Gardens
5. Early Printing: Examples from the XVth and XVIth Centuries
6. Lest We Forget: 11 November, 1918.

Professor Bodi gave a talk on the German Australian exhibition on the Ethnic radio station.

Miss B. Niall gave a talk on Ethel Turner and Mary Grant Bruce to the Friends of the Monash University Library. Our exhibition was based on her book The Seven Little Billabongs and it illustrated the talk, besides paying a tribute to Lindsay Shaw, who donated most of our holdings of Ethel Turner and Mary Grant Bruce. We also lent illustrative material for two further talks on the topic by Miss Niall. We also had the pleasure of a visit from Mr & Mrs. J. Bruce, Mary Grant Bruce's son and daughter-in-law.

Rare book material was lent to the German Department for Open Day.

We have started to photograph our exhibitions. This will provide a pleasing historical record in years to come for the Library and copies of it for other organizations, departments and individuals who contributed to it, and to any further exhibitions on related topics they would serve as an aid and at suitable intervals they could be repeated with a minimum of effort.

During the past fourteen years the only new equipment we have had was a set of panels for the display posters and photographs. It is important that we introduce some improvements in the methods of display from time to time.

Some of these are fairly inexpensive, like the see-through unobtrusive book-holders of modern design which are used by the National Gallery of Victoria. If we had larger glass cabinets we could display books completely, including bindings. Large books also need adjustable support of their backs, and last but not least the new locking devices are much more secure. Fourteen years ago Melbourne did not have the varieties of display cabinets to choose from, but now Galleries, antiquarian book shops, antique dealers, etc., have multiplied and so did the trade catering for them.

Bibliographies and other Publications: The Monash Ferguson Supplement is now published. The Hocken supplement is in progress. The German Australiana research is in its editing stage.

We also selected all rare ethnic material for a project funded by the Migrant Studies Centre.

We also selected all Marcus Clarke material in the collection for Mr. I. McLaren's Bibliography to be published for the Centenary of his death.

The very interesting unpublished Bolingbroke letter in our library, together with his brother, Lord St. John's answer will be published by Professor Clive Probyn.

Work for the History of Mathematics bibliography continues.

We are researching and hopefully later editing a very touching manuscript in our collection: the correspondence of a World War I soldier with his wife.

Gifts:
Miss Betty Brown, twenty eight volumes.

Mr. J. Bruce, three volumes of his father's books to complement our holdings of his mother's works.

Miss Edith Dew, eight volumes of her fine bindings, and four other titles.

Mr. L. Shaw continued to supplement the three collections he already donated to us (Mary Grant Bruce, Ethel Turner and Walter de la Mare). He also gave Australian chivalry a beautiful volume of works by Australian War artists of the First World War.

The Friends of the Monash University Library continued to support us with gifts, which included Professor Kirsop's:

Radier, J.D. de
Essai historique sur le lanternes and

Swift, J. [Tomik 14]
Procès sans fin au histoire de John Bull.

Susan Radvansky
Rare Books Librarian.

1.   General

1981 was a year of continuing and consistent implementation of the
policy to support increasing automation of library services. The
aim of automation is to maintain and improve user services in a.
period of decreased funding of Universities.

Readers and library staff were learning to cope with change. The
closing of the card catalogue, followed by the introduction of the
microfiche catalogue with new cataloguing rules, a revised edition
of the Dewey Decimal Classification, and a new edition of the
Library of Congress subject headings, provided a challenge for all
users of the system. Changes in the form of catalogue entry, and
rules for coding material presented fewer problems than expected;
however, reference staff were frequently asked to locate items or
to explain apparent inconsistencies. On a positive note, the
availability on open access of the CAVAL union catalogue was
invaluable for helping us to locate publications acquired by other
CAVAL institutions.

Many of the problems associated with the use of complex bibliographic
tools like the catalogue could be eliminated by the development of
an on-line catalogue with powerful search capabilities. For user
convenience, development work should cover the inclusion of some
older material in the on-line catalogue. Retrospective conversion
of bibliographic records of some older materials from manual to
machine readable format is highly desirable. The M.O.S. retrospective
conversion project combining reclassification of books on mathematics
with the conversion of bibliographic records from manual to machine
readable form is the first project of this kind undertaken by the
Monash University Library.

Funding of the M.O.S. project was shared between the Library and the
Mathematics Department. Work involved both librarians and academic
staff. Assistance given by Mr. G.C. Smith from the Mathematics
Department ensured a high degree of quality control. It is hoped
that funds will be made available to complete this project which
will benefit all users of the mathematics collection.

Library staff followed with interest plans and development work
towards an integrated, automated library system. System enhancements
introduced during the year were successful.

2.   Stock

There is no sign of relief in the financial pressure felt by
libraries attempting to carry the rising cost and growing volume of
publications. Once again, funds for the acquisition of new
publications were well below the sum required to fulfill requests
for books and periodicals.

2.1   Monographs

Whilst extreme care was exercised in the selection of new
material for the collection, the Hargrave library's recurrent
allocation for books was fully committed by the middle of the
year. The purchase of multiple copies for student reading
was kept to the bare minimum, resulting in very high borrowing

records for multiples. In 1981, 4,931 volumes were added to
the collection. Additions consisted of 2,113 volumes of
monographs, 2,699 volumes of bound periodicals and 119
microforms. The healthier ratio achieved between monographs
and bound volumes of periodicals is due to the improvement
in the flow of catalogued monographs rather than an increase
in expenditure on books. The total number of volumes held
by the Hargrave library rose to 127,720 by the 31st of
December, 1981.

2.2 Periodicals

On the 31st December 1981, the Hargrave library subscribed to
2757 current journals. To achieve a better balance of
expenditure between books and periodicals 28 journal
subscriptions were cancelled in 1981, representing savings of
$6,131 or approximately $219 per journal subscription. The
continuing decline of current journal subscriptions will have
serious, long-term consequences for teaching and particularly
for research.

2.3 Maps

.The map collection continued to grow at a modest rate. 181
sheet maps were added to the collection and 36 new map titles
were ordered during the year.

3. Services

3.1 Loans

Statistics for internal and external loans are given for 1979,
1980, and 1981 for the purpose of comparison.

INTERNAL LOANS

YEAR	Type of Loan				
	Staff	Student	Overnight	Reserve	Total
1979	30,423	38,293	16,910	13,248	98,874
1980	33,816	39,163	21,969	14,478	109,426
1981	35,227	47,208	24,667	14,478	121,435

The trend shows a steady rise in loan transactions. Once again
a steep increase was registered for books borrowed on overnight
loan, indicating that books recommended for student reading are
in heavy demand.

INTER-LIBRARY LOANS

YEAR	LENDING	BORROWING
1979	4,806	1,646
1980	6,293	1,646
1981	6,283	1,524

There was no change in the level of inter-library-loans services. The lending to borrowing ratio remains high. The majority of requests fulfilled by the Hargrave Library were for journal articles supplied as photocopies.

3.2.1 Reference Services

Demand for reference services remained unchanged. Heavy workloads caused by staff shortages frequently resulted in having to leave public service points in the library unattended.

More substantial reference projects completed in 1981, included the Bass Strait Bibliography, published by the Victorian Institute of Marine Sciences in book form and mounted by CSIRO on CIRONET, as a computerised information database. Marion Dormer compiled a survey of tertiary courses in Victoria dealing with water and waste-water treatment.

Work has commenced on the assessing of reference publications held by the Hargrave library. The project should assist with the compilation of reference guides to subjects represented by the Hargrave library. Using the vax computer software, a new guide to maps held by the Hargrave library is being produced. The aim of the guide is to make the map collection amenable to self service.

The open day display on the 'History of kites and kitemaking' was popular. Favourable comments were received from many people about the quality or rarity of items included.

3.2.2 Computerized Information Services

Another year has passed with little or no change in academic staff attitudes towards this service. Those who made use of it in the past appear keen to use it again, but many are still reticent about availing themselves of the service. For the most part misgivings are based on having to pay for searches.

During the year the National Library of Australia and CSIRO withdrew certain on-line services which could no longer be subsidised. Late in the year this resulted in a re-examination by users of on-line services provided by the Hargrave library. It is likely that this will lead to an increase in the use of computerized information services.

Computerized information services provided by the Hargrave library were frequently used by external customers who pay a higher fee for the service. Their continuing demand is claimed

to be based on rational cost benefit analysis of the alternatives.
Their custom generates a modest income, but the greatest benefit
from this services is the opportunity it offers to library staff
to keep up their skills in the use of specialist or less used
databases.

Reference staff frequently used databases to answer reference
enquiries, and to verify citations. When appropriate, this is
the most cost-effective approach to answering "ready reference"
questions.

In 1981, 38 databases were consulted by Hargrave library staff,
amounting to a total of 431 on-line inquiries. Giving statistics
for on-line services in another way; during the year 79 formal
computerized literature searches were performed by staff in the
Hargrave library. Of these, 29 were done for outside
organizations on a paying basis. A small number of demonstration
searches were given to staff and students within the framework
of reader education programmes.

3.3 Reader Education

The level of contact with students in formal classes was similar
to that of previous years. While it is difficult to measure the
effect of a reader education programme, it would appear that
orientation classes were effective. There was better acceptance
of, and less confusion about the microfiche catalogue than was
anticipated. Apart from formal contact with most first year
Science and Engineering students, classes were also held for
later year Geography, Earth Sciences, Environmental Science,
Physics, Chemistry, Mathematics and Materials Science students.
Most of the classes other than those given for first year
students involved an on-line demonstration of relevant computerized
information services.

There is a need to extend the reader education programme to reach
all later year engineering students. A rounded background for a
professional career requires acquaintance with relevant information
sources. Knowledge of what is available, and the capabilities
of on-line information systems would be a valuable addition to
the skills of engineering graduates from this university.

4. Staff

Hargrave library staff participated in many professional activities and
continuing education programmes.

Staff attended the following conferences in 1981:

1. Library Association of Australia and New Zealand Library Association,
   Joint Conference, N.Z. January 1981.- Bruce Davidson and Dr. Nhan Le.

2. Australian Mineral Foundation "Geoscience Numeric and Bibliographic
   Data" 30th March-1st April - Bruce Davidson

3. Victorian Association for Library Automation. 1st VALA National
   Conference on Library Automation, Nov.1981. Bruce Davidson and
   Marta Chiba.

Catherine Speck participated in the ORBIT training course for the use of chemical databases and Bruce Davidson in the ORBIT workshop on patent information.

Marta Chiba returned in late January from a Special Studies Programme and completed a substantial report on work carried out under a Fulbright award. The report will be published by the Australian-American Education Foundation in 1982.

Mrs. Moyra McAllister resigned during the year to take up an appointment with Telecom. The vacancy created by her resignation was filled by Marion Dormer at a lower level of appointment. Mrs. Bagnell retired at the end of the year and her position will not be filled in 1982. Another retirement from the staff of the Hargrave library, expected in March 1982, will be filled by a junior on a part-time basis. As the direct result of the reduction in staffing, the Hargrave library will be forced to reduce its hours of opening and the range of services.

Marta Chiba
March 18, 1982

1. INTRODUCTION.

It had been planned to relocate the Biomedical Library holdings during the 1980/81 long vacation, following the transfer of the Microbiology collection from the Alfred Hospital in December 1980. Unfortunately, the suppliers did not fill the order for shelving on schedule, and the proposed relocation of material could not be undertaken. Consequently during 1981, library staff, particularly the attendants, worked under great difficulty, with overcrowded shelves making it hard to reshelve books, and to maintain the collection in proper classified order.

Again attention must be drawn to the constraints of the present Biomedical Library building for any future development in stock and services.

2. ADMINISTRATION.

2.1. STAFF.

The year under review was again a stable one for staff, with few changes. An assistant librarian was appointed in April 1981, following the transfer of a reference librarian to part-time duties, and in October a library technician resigned to return permanently to the U.K.

During 1981, arrangements were made with the Catalogue Department for the staff member responsible for cataloguing Biomedical Library monographs to spend one day a week in the Biomedical Library, and the officer in the Biomedical Library who coordinates technical services to spend one day in the Catalogue Department. This job exchange has been most successful, with benefits to both departments.

2.2. UNIVERSITY/HOSPITAL AFFILIATIONS.

Discussions with administrators of both Alfred Hospital and Queen Victoria Medical Centre have continued. The lack of an area large enough to house the combined collections appears to be the main difficulty in such rationalisation of library services. However, negotiations are continuing at both hospitals.

In 1981 the Biomedical Librarian, with the Regional Medical Librarian of the Health Commission of Victoria, was asked to inquire into the medical library at Prince Henry's Hospital, with a view to upgrading its services and resources. A report has been made to the Chief Medical Officer.

2.3. LIBRARY HOURS.

As very few readers appeared to make use of the Biomedical Library on Friday evenings or Saturday mornings, a decision was taken at the beginning of 1981 to close the Library at 6 p.m. on Fridays, and to open at 10 a.m. (previously 9 a.m.) on Saturday mornings during the academic year. This has not caused any noticeable inconvenience to students.

3. BUDGET.

The total budget for 1981 was $324,260 of which $222,800 was allocated for periodical subscriptions. Charges for periodicals were not as great as had been anticipated, and a small saving was made which will be carried into 1982. Owing to postal, shipping and wharf stoppages, it was difficult to monitor the flow of monograph material in the second part of the year. The monograph vote was well overcommitted, but in fact not all funds were spent. This amount will also carry into 1982.

4. STOCK.

4.1. MONOGRAPHS.

All departmental recommendations were processed, but again the budget allowed little real growth in the monograph collection, except for the material in the fields of health administration, purchased from Kellogg funds.

The Biomedical Library was fortunate to acquire by donation from Professor Schofield a copy of J. Lizar's "System of Anatomical plates", 1856, which was rebound in half leather, and is now in the Biomedical Library's Rare Book Room.

4.2. PERIODICALS.

In July 1980 the Biomedical Library commenced a 12 month survey of periodical usage, based on a system in use at Dundee University. In all, 70 titles in the Biomedical Library and 62 titles in the Monash Medical School, Alfred Hospital were included in the survey. These included titles which both Biomedical Library and Departmental academic staff had identified as of little interest. Of 132 titles surveyed 99 were consulted less than 10 times in the period under review. A list of possible cancellations has been compiled for consideration by departments and some periodical expenditure savings have been anticipated for 1982.

As new subscriptions can be effected only if an existing journal subscription is cancelled, very few new titles have been added to the collection. As some important new journals have commenced publication in recent years, the excellent Biomedical Library periodical collection must inevitably become less comprehensive and useful.

Although serious effort has been made on the part of the Biomedical Library to rationalise periodical titles held at Monash Medical School libraries and affiliated hospital libraries, there has been little response from academics using these libraries.

4.3. STOCKTAKE.

As the library attendants were fully employed in relocating library stock, it was not possible to stocktake the collection at the end of 1981. It is hoped that this will be carried out early in 1982, to identify titles lost from stock since the last manual stocktake was made some years ago, and to gauge the extent of monograph losses. By using the Plessey Barcode System this procedure can be completed relatively quickly.

5. MICROFICHE CATALOGUE.

At the end of 1980 the card catalogue was closed,
and a microfiche catalogue introduced for new acquisitions
to the library from 1981 onwards. The change in catalogue format
has proceeded very smoothly, and the Biomedical Library and its
sub-branches now have records of the holdings in all branches
of the Monash Library system. In addition, since Monash's
entry to CAVAL (Cooperative Action of Victorian Academic
Libraries), Branch libraries hold the union catalogue of
holdings of member libraries. This has eased the work load
of the interlibrary loans officer in finding locations for
recently published material.

6. LOANS.

Loans for 1981, with comparable figures for 1980,
are as follows:

Biomedical Library Totals	1980	1981
Student loans	56,468	55,589
Overnight loans	8,196	10,890
Staff loans	24,672	29,567
Loans to outside libraries	15,779	13,831
Internal/Reserve loans	37,666	40,205
	142,781	150,082

Breakup of loans is as follows:

Campus:
	1980	1981
Student loans	51,680	51,485
Student overnight loans	5,202	8,011
Staff loans	11,367	14,196
Loans to outside libraries	11,095	9,593
Internal/Reserve loans	36,178	38,478
	115,522	121,763

Alfred Hospital Sub-Branch:
	1980	1981
Student loans	3,151	2,504
Student overnight loans	2,841	2,695
Staff loans	10,829	12,389
Loans to outside libraries	4,521	4,072
Reserve book loans	1,488	1,727
	22,830	23,387

Queen Victoria Sub-Branch:
	1980	1981
Student loans	1,637	1,600
Staff loans	2,476	2,982
Loans to other libraries	163	166
Student overnight loans	153	184
	4,429	4,932

Interlibrary Loan Borrowings:	1980	1981
Biomedical Library (Campus)	1,423	1,164
Biomedical Library (Alf.Hosp.)	530	595
Biomedical Library (Q.Vic. Med. Centre)	380	448
	2,333	2,207

In addition, 4621 items were lent between the Campus and its Sub-Branches.

At the beginning of 1981 late fees were introduced for overdue staff loans. A copy of a memorandum from the Librarian was enclosed with all staff loans made in first term, setting out the new loan conditions.

Loans to outside libraries, which have grown continually over the past years, have decreased. The introduction of new copyright regulations in August 1981 did cause some decrease in the number of requests, but these appear to be rising again. Use of Reserve material again rose, as did Staff loans. Increased numbers of Honours and Postgraduate students, who have Staff borrowing privileges, probably account for this rise. All branches of the Biomedical Library reported increased usage.

7. COPYRIGHT REGULATIONS:

New Copyright regulations came into effect on 1 August, 1981. The law now requires the University to acquire a signed declaration from a user requesting the library to obtain a photocopy, either from the University's holdings or another library. These declarations must be retained for 3 years. As this has resulted in a considerable amount of extra clerical work, library users are encouraged to make their own photocopies, eliminating the need to keep such records.

8. ACCOMMODATION:

At the end of 1981 the major relocation of stock, which had been planned in 1980, took place. All periodicals published prior to 1960 are now housed in the 3rd floor stacks, and all other periodicals, bound and current, on the 2nd floor. Monographs with Dewey classification numbers 000-599 are housed on the 1st floor, and those from 600-999 on the Ground floor. Folios and atlases remain on the 1st floor. This has reduced the number of seats in the library by 40, but seating in the library has not been under pressure for the last two or three years. It is hoped that the present relocation will accommodate growth in the collection for the next 3 to 5 years.

9. REFERENCE AND ON-LINE INFORMATION RETRIEVAL SERVICES:

Reference services provided by the Biomedical Library Staff continue to be one of the most important activities, and students are encouraged to consult reference staff for both their day-to-day problems in using the library, and their more advanced reference queries.

The demand for on-line information retrieval services continues to be high, despite a falling off in requests from Australian Hospital Association members following a redefining of eligibility to use these services without charge. An interesting development has been the increased use of overseas data bases, which are relatively more expensive than services provided by the Australian MEDLINE network

ON-LINE STATISTICS	1980	1981
Individual searches requested:	471	451

Searches entered (including new SDI's and multiple data bases):

National Library of Australia

MEDLINE	521
BIOSIS	96
HEALTH	29
Other NLA	9

Others

AUSINET	15
DIALOG	70
ORBIT	1
TOTAL	741

Because there is now an almost complete coverage of the fields of interest of Biomedical Library users by data base services, no manual subject searches were made. The hard copy indexes are mainly used to verify references and continue to be heavily used by undergraduate students. The provision of SDI services remains a very popular facility with researchers.

10. READER EDUCATION:

The reader education programme continued on a similar format to that presented previously. All 1st year students were given an introductory tutorial in using the library, and 50 sessions in the use of bibliographic tools were given to 2nd and 3rd year students. A short tape/slide programme on the new microfiche catalogue was produced and shown to all 2nd and 3rd year students at this tutorial session. The use of these programmes produced by the Biomedical Library, although very time consuming to make, has been an excellent method of communicating changes in procedures to large numbers of students. A satisfactory mode of introducing all 3rd year medical students to data base information retrieval services has not been devised, and reference staff consider it is desirable to present these tutorials in clinical years when students are involved more closely with patient care.

Tutorials on data base information retrieval services, including on-line demonstrations, were given to Honours, Post-graduate and B.Med.Sci. Students before the commencement of the academic year.

11. AUDIO-VISUAL SERVICES:

These continued to be heavily used. During 1981 the
Biomedical Library acquired a Singer CARAMAT tape/slide projector
with funds donated by the Monash Medical Mothers Auxiliary, and now
holds three machines of this type. With the tightening of the
copyright regulations it is no longer possible to record programmes
"off air", and as audio visual material is very expensive to acquire,
special budget provision will need to be made to acquire programmes
if they are recommended for student use.

12. OVERSEAS LIBRARIANS:

In 1981, for the first time, the Biomedical Library
participated in the Thai University Lecturers' Scheme.
The medical librarian from the Prince of Songkla University,
Miss Woranuch Tiatrukal, worked in the library from March
to mid August, assisting particularly with reference work.
This was a most rewarding experience for both Miss Woranuch
and the Biomedical library staff.

On December 7th and 8th the Chinese Study Mission on
Medical Information and Library Management, led by Li Yuanling
of the Chinese Academy of Medical Sciences, Peking visited the
Biomedical Library.

13. AUSTRALIAN HOSPITAL ASSOCIATION REFERENCE CENTRE:

The Kellogg Foundation agreed to continue to fund the
Australian Hospital Association Reference Centre in 1981, but on
a reduced scale. Rules for eligibility to use the service were
revised, limiting literature search requests to hospital planning
or health economics, and medical researchers in the South
Pacific region. As a result the number of literature searches
made for AHA members fell considerably. However, heavy usage
continues to be made of the monograph collection acquired from
Kellogg Foundation funds.

The Biomedical Librarian attended the 22nd International Hospital
Federation Congress held in Sydney in October, to publicise the
Centre's activities, and has served on the editorial Committee
of the Association's journal "Australian Health Review".

Joy Baker

Biomedical Librarian

10 February, 1982.

LAW LIBRARY 1981

The year began with the Law Faculty's summer teaching programme
in full swing, and because of that programme, the library staff
slipped a little further behind with their housekeeping tasks.
Notable among these was the follow-up work to the stocktake,
made twelve months ago, of which the final result is still not
known.

The shortage of shelving space looms large as a problem as the
library's collection has now almost filled its "working capacity".
A necessary reorganization of the collection has been time-
consuming for the library staff, and will cause some inconvenience
for users.

The library again received substantial financial assistance from
the Faculty, which met the cost of rebinding some 300 volumes of
law reports and journals, and continued its funding of 20
expensive serial titles.

A Monash Parents' Group donation to the Faculty of $400 was
applied to the purchase of books for the library, and the Law
Students' Society made a gift of books to the library in
appreciation of assistance the Society had received from the
Faculty.

Late in the year the Victoria Law Foundation approved a submission
from the library for funds for microforms, backsets of periodicals,
and additional copies of essential reference works. A grant of
$18,000 has been made for their purchase.

The 8th workshop of the International Association of Law Libraries
was held in Sydney and Canberra in May, and three members of the
library staff attended. The librarian delivered the "overview"
paper at a seminar on "The Librarian and the Law", organized by
the Universities and Colleges Libraries Section of the L.A.A.

In 1979 the Law Foundation of New South Wales set up a committee
to consider the need for a national survey of law collections.
The committee resolved to support such a survey, and was later
joined by the Victoria Law Foundation and the Commonwealth Attorney-
General's Department, which agreed to support one-third of the cost
of the survey each.

The terms of reference established by the committee are:
       a) to assemble qualitative and quantitative data on
          law collections in Australia
       b) to analyse, interpret and present this data in a
          comprehensive report
       c) to make appropriate recommendations

The work of the surveyor appointed for the survey is being supervised
by law library staff, and at the time of writing, replies to 130
questionnaires were being collated in preparation for the writing of
the surveyor's report.

Edp Services: Annual Report for 1981.

The year was primarily one of consolidation of systems
inaugurated on the University Computer Centre's VAX 11/780 during
1980. The provision of more disc storage and terminals enabled
substantial progress to be made with the new budget sub-system for
Acquisitions. This commenced operation in February. Work handled
on this and the Cataloguing data entry system increased considerably
during the year.

A Borrowers Enquiry Module and Accounting system was added to
the library's Circulation control package, enabling all branch
libraries to avail themselves of on-line facilities for file
interrogation. Access was also provided to the Accounting system
for designated personnel in the University's Finance and Student
Records areas, in time to facilitate the verification of queries
related to re-enrolment during December. In the reverse direction,
library management was accorded access to the Administration MARS
system via its own terminal.

Due to protracted delays in the implementation of TELECOM links
for Melbourne libraries involved in the pilot project for the
National Library's Australian Bibliographic Network (ABN), Monash
elected to stand aside from experimental participation. However,
enough information was gained from the experience of other libraries,
which did participate, to indicate that some time must elapse before
Monash can expect to derive tangible advantage from network member-
ship. In the meantime, the library continued to support the devel-
opment of regional cooperation, embodied in the CAVAL concept; and to
press for negotiation of a satisfactory working arrangement between
CAVAL and ABN.

Investigation and discussion of the next generation of library
computer systems, to take over work conducted through the B6700
computer, was actively pursued. This involved many library staff,
principally from Acquisitions and Readers Services areas, in drawing
up detailed specifications of requirements. The current lack of a
modern data base management system on the Monash VAX is a potential
difficulty, however, in the way of implementing good information
retrieval capabilities without imposing excessive programming
commitments. The emergence of on-line Catalogue Reference as an
important new requirement only served to emphasize the need for
enhancement of the available software.

Due to staff economies in the systems group it was necessary to
call on the services of some contract programmers. The growth of
VAX facilities, however, gave encouragement to group efforts during
the year, and helped to offset the realisation that some equipment
was likely to require replacement in the near future. The trend
towards sectional and departmental responsibility for the direct
management of local computing work loads continued, and was
accompanied by a corresponding increase in user satisfaction and
expertise.

During 1981 seven ACOST meetings were held roughly on a bi-monthly basis - which were attended by the Convenor (Mrs. Fay Baker), Staff Training Coordinator (Madelon Harland) and representatives of the Branch libraries and Departments of Monash library.   Minutes of the meetings were taken and circulated to ACOST members.

Several activities and training sessions were organized which were considered to be interesting, instructive and generally well attended.

The following seminars/courses organized in 1981 were as follows:

(1) Circulation system (2 sessions conducted by Kevin Jewell). (3.7.81 and 10.7.81)

(2) Maintenance of A.V. equipment (conducted by Liz Bracher).   These were individual sessions for A.V. monitors at each Branch.

(3) Introduction to Special collections:

   (a) Map collection at Hargrave library (18.9.81)

   (b) Bills and Law collection at Law (23.7.81)

(4) Finding Information in the Biological Sciences and Medicine (Biomedical Library)   (16.9.81)

(5) Report on VALA Conference by Staff Members who attended as official delegates (24.11.81)

(6) ACOST End of Year Seminar, "Coping with the Catalogue" (9.12.81)

(7) Systems Specification Groups (Philip Snoxall)   (28.8.81)

In 1982:

An induction course for Staff members who joined the library after 1979 will be held on (15th, 16th, 17th February 1982) as well as a Cataloguing induction course for new staff as needed.

A manual will be produced on how to run a seminar.

A logbook will be kept during 1982 to gain some idea of time involved in various negotiations, preparations and writing involved in the Staff Training Coordinator's course of work, and to ensure that the proposed 2/5 to 3/5 of full-time cataloguing work is adhered to.

Liaising between the ACOST coordinator and Department representatives to be put on a regular basis for maximum feedback, communication and assessment of needs, particularly in areas of further training so it is proposed to have a fortnightly informal meeting during morning/afternoon teatime with the various Departments/Branch libraries in order to gain maximum feedback on Staff-development needs throughout the library system.

It is considered desirable to have regular contributions in the Staff Bulletin about various issues and so as to invite further thought and discussions at later meetings.

An important area which needs attention is the publication and means of dissemination of proposed events throughout the Monash Library system. The delays in publication and distribution of the Monash Library Staff Bulletin have caused several problems of communication between Departments and ACOST during the past year, making this form of advertising forthcoming events to be extremely risky and unreliable. There have been several instances of extremely short notice or even worse, publication long after the event, which was most disappointing and unsatisfactory. As the Monash Staff Bulletin is also read and diseminated to other University Libraries, and is a means of good public relations and communications, the possibility of setting a definite deadline for printing needs to be looked into.

Memos to other Department heads, or Departmental noticeboards should be seen as supplementary, not as the only means of advertising forthcoming events, as these are often delayed in the internal mail system.

The present solution of notifying Departments Heads through ACOST Departmental Representatives, has been a reasonably workable solution, although the information should be backed up by being put in writing.

Another area of concern is the complete lack of storage space at the ACOST coordinator's disposal. This means that valuable information which will need to be stored for future use and reference may have to be discarded, or cannot be found readily when needed. This material would also greatly assist the next ACOST coordinator, as at the moment the disposal of the previous Staff Training Officer's records has made several issues unnecessarily time-consuming and complicated.

Further plans for 1982 considered so far will be:

Further introduction to Special collections in Branch libraries/Departments (Rare Books, Music Library, ECOPS, Hargrave, Biomedical Library).

The hand-out booklet "A brief introduction to Monash Library" will be revised and updated by ACOST members concerned with relevant sections.

A list of Acronyms and Abbreviations commonly used throughout library publications to be compiled, updated, and added to our present dictionary of same.

Seminar on implications of the budget:
Job sharing, job rotation, part-time work, the influence of technology upon library staff.

The possibility of initiating discussion and a precise formulation of a Staff Development Policy as suggested by University of Queensland Libraries, and Canberra C.A.U.L. in accordance with M. Trask's recent survey may also be looked into, time and opportunity permitting, as this area is becoming an essential part of organizations today, rather than a luxury.

Madelon Harland,
Staff Development Coordinator

LIBRARY STATISTICS - 1981.

A. STOCK AT DECEMBER 31, 1981

LIBRARY	TOTAL VOLUMES				
	Monographs	Periodicals	(Monographs + Periodicals) SUB-TOTAL	Microforms	TOTAL
H. S. S. (Main)	500,077	95,840	595,917	118,367	714,284
Deposit Collection	16,147	-	16,147	-	16,147
Hargrave	61,829	63,273	125,102	2,618	127,720
Biomedical (On campus)	36,813	49,590	86,403	878	87,281
" (Alfred Hosp.)	8,227	18,961	27,188	-	27,188
" (Queen Vic. Hosp.)	2,474	3,859	6,333	-	6,333
Law	30,862	55,722	86,584	1,327	87,911
TOTAL	656,429	287,245	943,674	123,190	1,066,864

B. 1 ACQUISITIONS

	Monographs	Periodicals	Newspapers	Bound Volumes SUB-TOTAL	Microforms	TOTAL VOLUMES
Purchase	17,614	2,130	-	19,744	5,788	25,532
Donation / Exchange	4,455	-	-	4,455	-	4,455
Binding	-	7,908	70	7,978	-	7,978
Transfers	(-) 11	11	-	-	-	-
SUB-TOTAL	22,058	10,049	70	32,177	5,788	37,965
Less Withdrawals	588	-	-	588	-	588
TOTAL NETT INTAKE	21,470	10,049	70	31,589	5,788	37,377

2 DISTRIBUTION OF STOCK CATALOGUED

LIBRARY	Monographs	Periodicals	Newspapers	Bound Volumes SUB-TOTAL	Microforms	TOTAL VOLUMES
H. S. S. (Main)	15,036	3,686	70	18,792	5,405	24,197
Deposit Collection	16	-	-	16	-	16
Hargrave	2,113	2,699	-	4,812	119	4,931
Biomedical (On campus)	3,092	1,757	-	4,849	53	4,902
" (Alfred Hosp.)	(-) 287	344	-	57	-	57
" (Queen Vic. Hosp.)	82	101	-	183	-	183
Law	1,418	1,462	-	2,880	211	3,091
TOTAL	21,470	10,049	70	31,589	5,788	37,377

C. PERIODICALS

1. TITLES RECEIVED

LIBRARY	by Single Subscript.	by Addtl. Subscript.	TOTAL (all Subscript.)
H. S. S. (Main) Library	7,090	10	7,100
Hargrave	2,757	4	2,761
Biomedical (On campus)	1,792	-	1,792
" (Alfred Hosp.)	471	-	471
" (Queen Vic. Hosp.)	104	3	107
Law	1,766	50	1,816
TOTAL	13,980	67	14,047

2. NEW TITLES RECEIVED AT

	Purchase	Donation	Exchange	SUB-TOTAL	Less Closed	TOTAL NETT LOSS / GAIN
H. S. S. (Main) Library	71	84	15	170	213	(-) 43
Hargrave	27	23	-	50	53	(-) 3
Biomedical (On campus)	11	8	-	19	-	19
" (Alfred Hosp.)	1	-	-	1	-	1
" (Queen Vic. Hosp.)	-	-	-	-	-	-
Law	27	6	3	36	21	15
TOTAL	137	121	18	276	287	(-) 11

D. CATALOGUING

ADDED TO STOCK	TITLES			VOLUMES			
	Catalog. Dept.	Rare Books Room	TOTAL	Catalog. Dept.	Rare Books Room	Deposit Collect.	TOTAL
MONOGRAPHS New Titles	16,753	311	17,064	16,753	311	16	17,080
Added Volumes/Copies	-	-	-	4,928	50	-	4,978
TOTAL MONOGRAPHS	16,753	311	17,064	21,681	361	16	22,058
PERIODICALS New Titles	276	-	276	-	-	-	-
TOTAL PERIODICALS	276	-	276	-	-	-	-
MICROFORMS New Titles	482	-	482	482	-	-	482
Added Volumes/Copies	-	-	-	5,306	-	-	5,306
TOTAL MICROFORMS	482	-	482	5,788	-	-	5,788
TOTAL OF MONOGRAPHS, PERIODICALS & MICROFORMS	17,511	311	17,822	27,469	361	16	27,846

Departmental Books Catalogued	1,473
Stencils Typed	1,311
Cards Run	10,669

E. 1. L O A N S

LIBRARY	Staff	Student	Over-night	Inter-loan	SUB-TOTAL	Reserve Issues	TOTAL TRANSACTIONS
H. S. S. (Main)	93,407	194,264	127,762	6,294	421,727	-	421,727
Hargrave	35,227	47,208	24,677	6,283	113,395	14,323	127,718
Biomedical (On campus)	14,196	51,485	8,011	9,593	83,285	38,478	121,763
" (Alfred Hosp.)	12,389	2,504	2,695	4,072	21,660	1,727	23,387
" (Queen Vic. Hosp.)	2,982	1,600	184	166	4,932	-	4,932
Law	7,779	18,435	4,953	1,386	32,553	38,330	70,883
T O T A L	165,980	315,496	168,282	27,794	677,552	92,858	770,410

2. I N T E R - L O A N S

LIBRARY	Requests	Borrowings	From Monash Branches
H. S. S. (Main)	2,782	2,612	-
Hargrave	1,530	1,524	-
Biomedical (On campus)	1,164	1,164	1,254
" (Alfred Hosp.)	595	595	1,559
" (Queen Vic. Hosp.)	448	448	1,808
Law	305	242	-
T O T A L	6,824	6,585	4,621

F. LIBRARY SEATING

LIBRARY	Number of Seats
H. S. S. (Main)	2,026
Hargrave	677
Biomedical (On campus)	396
" (Alfred Hosp.)	30
" (Queen Vic. Hosp.)	15
Law	532
T O T A L	3,676

G. AUDIO-VISUAL MATERIALS

1. NEW TITLES ADDED THIS YEAR	H.S.S. (Main) Library	Hargrave Library	Biomedical Library			Law	TOTAL
			On campus	Alfred (Hosp.)	Queen Vic. (Hosp.)		
Phonotapes	9	-	-	-	-	-	9
Videotapes	2	-	3	-	-	-	5
Phono Records	-	-	-	-	4	-	4
Motion Films (16 mm)	2	-	-	-	-	-	2
Motion Films (8 mm)	-	-	-	-	-	-	-
Slides	-	-	2	-	-	-	2
Film Strips	-	-	-	-	-	-	-
Overhead Transparencies	-	-	-	-	-	-	-
Film Loops	-	-	-	-	-	-	-
Audio-Visual Kits	15	-	2	-	6	-	23
Graphic Material	-	-	-	-	-	-	-
Individual Sheet Maps	-	-	-	-	-	-	-
Series Maps	-	-	-	-	-	-	-
Other Material	-	-	-	-	-	-	-
TOTAL	28	-	7	-	10	-	45

2. NUMBER OF CATALOGUED ITEMS ADDED THIS YEAR	H.S.S. (Main) Library	Hargrave Library	Biomedical Library			Law	TOTAL
			On campus	Alfred (Hosp.)	Queen Vic. (Hosp.)		
Phonotapes	(-) 7	-	-	-	-	-	(-) 7
Videotapes	2	-	10	-	-	-	12
Phono Records	-	-	1	-	7	-	8
Motion Films (16 mm)	(-)20	-	-	-	-	-	(-) 20
Motion Films (8 mm)	-	-	-	-	-	-	-
Slides	-	-	30	-	-	-	30
Film Strips	4	-	-	-	-	-	4
Overhead Transparencies	-	-	-	-	-	-	-
Film Loops	-	-	-	-	-	-	-
Audio-Visual Kits	12	-	2	-	10	-	24
Graphic Material	-	-	-	-	-	-	-
Individual Sheet Maps	2	-	-	-	-	-	2
Series Maps	-	-	-	-	-	-	-
Other Material	-	-	-	-	-	-	-
TOTAL	(-) 7	-	43	-	17	-	53

3. NUMBER OF CATALOGUED ITEMS IN STOCK AT DEC. 31, 1971	H.S.S. (Main) Library	Hargrave Library	Biomedical Library			Law	TOTAL
			On campus	Alfred (Hosp.)	Queen Vic. (Hosp.)		
Phonotapes	47	11	8	3	-	5	74
Videotapes	18	10	92	-	-	-	120
Phono Records	41	-	5	1	7	1	55
Motion Films (16 mm)	395	-	-	-	-	8	403
Motion Films (8 mm)	41	-	-	-	-	-	41
Slides	24	-	62	-	-	-	86
Film Strips	4	-	-	-	-	-	4
Overhead Transparencies	-	-	-	-	-	-	-
Film Loops	-	-	-	-	-	-	-
Audio-Visual Kits	161	16	71	2	11	-	261
Graphic Material	-	4	-	-	-	-	4
Individual Sheet Maps	16	119	-	-	-	-	135
Series Maps	-	-	-	-	-	-	-
Other Material	3	-	-	-	-	-	3
TOTAL	750	160	238	6	18	14	1,186