



UNIVERSITY OF QUEENSLAND LIBRARY
ANNUAL REPORT OF THE UNIVERSITY
LIBRARIAN FOR 1974

EGG
SEMINAR



James Forsyth Librarian

F.D.O. Fielding, M.A. *Dub.*, A.L.A., F.L.A.A.
(From June 1965)

Deputy University Librarian

J.L. Cummings, B.A. *Syd.*, M.L.S. *Tor.*, A.L.A.A.
(From July 1973)

Principal Librarian i/c Acquisitions and Serials

V.W. Prescott, B.A. *Syd.*, A.L.A., A.L.A.A.
(From June 1966)

Principal Librarian i/c Cataloguing

Mary R. McCarthy, B.A., Dip.Phty., A.L.A., A.L.A.A.
(From December 1966)

Principal Librarian i/c Reference Services

S.J. Routh, B.A., M.S. *Col.*, A.L.A.A.
(From November 1966)

Principal Librarian i/c Medical Libraries

R.J. Boscott, B.Sc., Ph.D. *Birm.*, Ph.C. *Cardiff*, A.R.I.C.
(From September 1969)

Principal Librarian i/c Reader Education

Vacant

Principal Librarian i/c Undergraduate Library

B.J. Guyatt, M.A., A.L.A.A.
(From 1 April 1972)

Systems Analyst

W. Cockrell, B.Sc. *Tex.*
(From 16 April 1973)

Front Cover: Library staff helping the community in "Operation Clean-up"
after the 1974 Brisbane Flood disaster.

UNIVERSITY OF QUEENSLAND LIBRARY

ANNUAL REPORT OF THE UNIVERSITY LIBRARIAN FOR 1974

(Prepared by the Acting University Librarian)

After the pressure and achievement of 1973, the year 1974 was concerned with consolidation and re-organisation, and, to some extent, formed an anticlimax aggravated by the blow of 12% devaluation of Australian currency toward the end of the year. Annoyances such as building defects and receding completion dates for new buildings added to the frustrations but these problems were alleviated to some extent by new levels of service in several vital areas of the Library's operations.

BUILDINGS

Central Library

The Central Library defects have now been generally rectified. The leaks in the walls and windows appear to have been stopped, although they have not been severely tested since the first semester 1974. The overcrowded Unbound Serials Area has been expanded to cope with expansion until 1977 (in theory) and the Reference Counter has also been re-arranged to increase its efficiency. The automatic door compressor still wails intermittently but this problem is now being investigated by Mr Cusack of the Mechanical Engineering Department, and he is optimistic of a solution.

A new Book Display area has been set up adjacent to the Unbound Serials area and informational signs added to the area in general.

Fire exit crash panels have been installed in the 3rd and 4th floor Reading Rooms, but other fire exit signs and emergency measures have yet to be completed.

Extra funds made available at the end of 1974 have permitted the addition of badly needed compactus shelving in the Fryer Stack. This is nearing completion. It will be operated manually until funds are found to add motors to the units. The ground level exterior floodlights are now functioning properly, but the roof level lights will not be completed, nor replaced as they fail, due to their inaccessibility to convenient maintenance.

One reading carrel on the 3rd level is being converted for wheelchair access.

Undergraduate Library

The remodelling of the Undergraduate Library has been completed, with the planned re-organisation of traffic patterns to permit access from the Great Court, Social Sciences and Central Library.

Additional accommodation for Library Audio Visual Services within the Undergraduate Library has also entailed some changes to the First Floor. The addition of a supplementary Law collection (dealt with under Law Library, below) has also resulted in some changes in reader and staffing patterns.

The installation of an electronic book security system in First Semester 1974 has apparently helped to control book losses, as a survey of selected areas of the collection shows a drop in losses from 12% to 3%. During 1974, 271 first warnings were issued, 16 fines imposed for second offences, one student was caught a third time and one student a fourth time.

It is hoped to complete the bugging of the collection in First Semester 1975, using Regional Economic Development Scheme (REDS) funds for labour.

Branch Library Buildings

St. Lucia. The Architecture/Music/Planning building has suffered a series of industrial problems and problems of materials supply, and consequently a series of postponed dates of completion. The

current expectation is for the University to take possession in September 1975, with Music and Architecture/Planning libraries moving to their new accommodation in the Long Vacation 1975/76.

The joint Biological Sciences Library has been commenced on the originally planned site and should be completed for First Semester 1976. Progress to date has been satisfactory.

Law Library, despite expansion into the old Thatcher Library area, and remodelling of the library as a whole, suffered badly from overcrowding in 1974, and was the scene of several student demonstrations demanding better accommodation. Conferences with students and teaching staff from the Law Faculty resulted in some sets of law reports, texts and periodicals being housed on the fourth floor of the Undergraduate Library as an extension of the Law Library, to be staffed from the Law Library from 9 - 5, Monday to Friday, excluding meal breaks. This service appears to have eased the pressure on the Law Library and may suffice until the projected Law Building is completed in 1977.

Mathematics Library was renovated, extended and carpeted in 1974, relieving overcrowding and providing space sufficient to meet projected needs until 1975.

Physics Library reached the point in 1974 where expansion of the collection could only be achieved at the expense of seating accommodation. Several alternate proposals were examined as supplementary space, and despite Library recommendations that contiguous space be made available, or at least space on the same level as the Physics Library, it was decided that the only available space was a room on the floor below the library. This space will be used to house little used material, and a stack service supplied daily, or more frequently if urgent needs arise. Alterations to light fittings and locks are necessary before shelving can be erected and books moved to their new location.

The Darnell Art store is still housed in the Engineering Library, but it is hoped that it will move to the Architecture tower at the end of 1975, releasing badly needed space in the Engineering Library.

Occupational Therapy and Physiotherapy monographs have been moved to Bancroft Library, due to losses from their uncontrolled situation. Both collections would have been involved in the integration of collections in the Joint Biological Sciences Library eventually, so that no effort has been unnecessarily taken in this regard.

Off-campus Library buildings. Overcrowding in the Clinical Sciences Library has reached crisis point. Extra shelving has been squeezed in reducing some access aisles to below any acceptable minimum. Despite long opening hours the library is frequently overcrowded and cramped staff working conditions are a source of concern. No relief is in sight until the new Medical Library requested for the 1976/78 triennium is built.

Princess Alexandra Hospital Library suffered some minor damage during the 1974 flood due to a leaking roof. Despite numerous attempts at repair, the roof still leaks and the Hospital authorities have recommended to the Board's Architects that a new roof be placed over the existing roof.

ORGANISATION

In 1974 Mrs Guyatt was promoted to Senior Principal Librarian, Mrs Jörss to Senior Librarian and Mrs Roe to Administrative Officer Grade 2. A new position, that of Principal Librarian in Charge of Reader Education (replacing that of Principal Librarian i/c Systems) was advertised world wide and an exhaustive and exhausting examination of applications from Britain, the U.S. and Australia resulted in the appointment of Miss Wendy Cooper, formerly Thatcher Librarian. Miss Cooper has attacked the problem of reader education enthusiastically, with results already observable, particularly in the Central Library.

Mrs J. Hampson, formerly Central Library Lending Services Librarian, was appointed Thatcher Librarian and Ms M. Turaidis, formerly with the Undergraduate Library, was appointed Lending Services Librarian in the Central Library.

In October, Mr V. Prescott went on a world-circling tour, in the course of which he consulted our principal suppliers of monographs and periodicals in the U.S., Britain and Europe.

Miss McCarthy spent 6 months overseas studying the latest developments in cataloguing procedures in America and Britain. During her absence Miss W.M. Cooper was appointed Acting Principal Librarian i/c. Cataloguing.

In mid-September Mr Fielding left on seven months study leave in the United States and Britain. From his correspondence he appears to have been making valuable contacts and gaining information relevant to our future developments, particularly in the area of automation. He will return to Queensland in mid-April 1975.

Staff in 1974 was increased by $8\frac{1}{2}$ positions. In June excessive pressure in the Undergraduate Library necessitated the appointment of three temporary Library Assistants to cope with circulation backlog. These positions ceased to exist on November 30, but 1975 pressures may necessitate their re-instatement (see below under R.E.D.S.)

In 1974 resignations were received from 4 (8%) graduate professional staff, 10 (62%) Graduate Library Assistants, 31 (32%) Library Assistants, 4 (14%) Library Attendants and 2 (9%) other staff.

A request for an increased number of established professional positions for the Library was forwarded from the Library Committee to the Senate, who referred it to the Technical, Administrative and Staffing Committee, who have recommended *against* the proposal. This means that senior positions attained by promotion through the grades will continue to revert to junior grades when the incumbent leaves, often necessitating undesirable staff moves in order to maintain the vacated position at an appropriate level.

Moves have gone forward in 1975 to unionise the Library staff, following a change in the University of Queensland Act which

made the University subject to decisions of the State Industrial Court. Library staff have been approached by representatives of the Municipal Officers' Association, the Professional Officers Association, the Miscellaneous Workers Union and the Federated Clerks Union. It now appears that the FCU, POA and MWU will each cover some grades of the library staff and negotiations between the University and a consortium of these unions proceeds.

TECHNICAL SERVICES

As noted above, the 12% devaluation caused some problems in budgeting toward the end of 1974. Early in the year the purchasing power of the \$A encouraged the placing of orders and it seemed at times that the total might not be expended given the limited staff available. Similarly, the increased purchasing power imposed strains on a Cataloguing staff already working to capacity. Despite pressures in these two departments and in Serials, morale remained high, and periodic assistance from the Relief Pool and 'blitzes' by all hands managed to keep the flow of materials reasonably steady.

Acquisitions. Expenditure on books and A/V material increased by 14.87%, and the number of recommendation cards handled increased by almost 28%. The Periodicals allocation suffered from the devaluation since most periodical subscriptions are renewed later in the year. The Periodicals budget was overspent by \$3,668 because of this.

Increases in postage also ate into book funds and the carryover from orders placed in 1974 but not received in that year reached a record estimate of \$61,689.

The first full year of operating on the staggered Library ordering year caused some confusion at first as the years overlapped and the Library was involved in two sets of accounts. It had the desired effect, however, resulting in a greater percentage of orders being received and paid for within the University's financial year. It was unfortunate that devaluation wiped out the gains we had hoped to make.

The supply of books suffered a severe setback when Richard Abel, our major USA supplier collapsed late in 1974. The poor service over previous months can be attributed to the decline in the firm's financial position. It has now been taken over by B.H. Blackwell, our principal British supplier and we hope the unsupplied orders will be supplied expeditiously and that service will improve.

As noted above, the Acquisitions Librarian visited most of our major suppliers on his world tour and was gratified to find that our Acquisitions and Serials Departments are highly regarded by them. There were no complaints registered with the Acquisitions Librarian on his tour.

The usual difficulties are being experienced by the Library with orders not being placed early enough by members of staff for use in the teaching year. Late ordering and panic buying causes great difficulty when every order becomes "URGENT". The other problem noted is the failure of some Departments to give complete details of supplier, list number and item number when ordering from second hand catalogues.

The Technical Services departments are only just coping with the work load, and the work load is steadily increasing. Staffing and procedures will need to be examined critically in 1975 and to this end the Systems Department will undertake a systems analysis of the Acquisitions area when the present circulation project is operational.

A further burden on the Accounts Section has been the servicing of coin-operated photocopiers and change machines. Vouchers handled by the section increased by 788 to a total of 9,417.

Serials. The second year of running an Unbound Serials Section, in addition to the traditional Serials Department, has been easier despite decreasing space and increasing numbers of serials. The extension of the Unbound Serials area in Second Semester has provided improved working conditions and expansion space for serial files although the addition of 800 new serial

titles in 1974 has cast doubts upon the adequacy of the space as a measure designed to last until 1977.

The actual number of new serials for the year was 838 bringing the number of serials to be maintained to over 20,000, which means more problems and increased strain on Serials staff. In 1974 the section sent 2930 claims, 715 re-orders and wrote 1380 letters concerning gifts and exchanges and serials problems. 34 duplicate lists were issued, a task which is worth while but very time consuming. A combined supplementary list for 1973/74 to the Union List of Serials was prepared during December/January and should be distributed shortly.

There are continuing problems with the Bindery, but it is hoped that the decision to reduce the paperback binding load may ensure fewer delays in monograph binding.

Despite all the problems listed, staff morale is high and all members of the section work willingly and co-operatively.

Cataloguing. In 1974 there was a marked increase in the number of new titles processed. While at times this created strains in the department, no permanent backlog developed. 23,051 new titles were added during the year, 10,252 duplicate monograph titles and 18,719 titles were recatalogued. In addition, 1,265 new serial titles were catalogued and 5,196 recatalogued. As a result of this some 688,000 catalogue cards were produced and sorted by the department, and the majority also filed. End processing handled approximately 120,000 volumes.

Reclassification accounted for most of the recataloguing during the year. Because the new book intake was so much greater than usual, less reclassification was possible. During the year there was a continuing effort to reclassify the periodicals of the Biology, Bancroft and Veterinary Science Libraries, and the greater part of this has been done. In the long vacation 1974-75 an effort was made to reletter and reclassify as much as possible of the Thatcher Library, and a considerable impact was made on this collection though not all of it could be dealt with. Periodicals in Main Library were also reclassified reducing the Dewey holdings to a small fraction.

There was a high turnover in all staff positions with a consequent need for experienced staff to be involved in training activities. This is quite a heavy drain on the resources of a department, and there is also an inevitable drop in efficiency for a time.

The typing section of the department had a backlog for a considerable part of the year, as most typists take school holidays during December/January. This results in a typing backlog which in a busy year is difficult to overcome. I think this problem will require more thought in the future.

Systems. The on-line lending control system became more of a reality in 1974. After advertising for tenders a software contract was placed with Ian Oliver and Associates, and hardware orders were placed for a Varian V72 mini-computer, with disc and tape drives and teletype. Three terminals were also ordered (two VDU's and one thermal printer). The computer arrived after frustrating delays of over three months, and after some fairly bitter correspondence and telephoning. The late arrival delayed software testing and compromised the start-up date beyond the point where we could hope to commence operation for First Semester, 1975, and the alternate date of Second Semester has now been adopted. Early mechanical problems have also plagued the disc drive and some of the Varian software has been unsatisfactory. These problems are gradually being ironed out and the Second Semester start-up date is still considered realistic by the Library Systems Analyst.

It is hoped to carry out an analysis of Acquisitions procedures later this year.

READER SERVICES

The comments made in the 1973 report still apply, in the main. The trend towards individual, self motivated study continues, with a consequent increase in load on library staff, who must assist readers in search techniques and act as informal liaison between library resources and students, students and teaching staff, and teaching staff and library resources. To this end the newly created Principal Librarian in charge Reader

Education will bear a heavy burden, as have the Readers Advisers in the Undergraduate Library, and indeed, many other Branch and Central Library staff throughout the system.

Reference Department. There was no substantial change in the reference service offered during this year.

Many readers had become accustomed to the layout and services offered in the Central Library building, and continuing reclassification and the cataloguing of new material by the Library of Congress classification all to some extent lessened the amount to which reference staff had to assist readers in overcoming impediments to the use of the collections in the Central Library.

Again the Reference Librarian was substantially involved in the acquisition programme using the Equipment grant of \$150,000 for the 1973/75 triennium mentioned in the last annual report, and this inhibited any expansion of reader education activities, which took the same general shape as those of 1973. However, in the hope of giving a significant new impetus to these activities, the position of Principal Librarian in charge of Reader Education was established and advertised in Australia and overseas. This officer will have a general responsibility for education in the use of the library throughout the university library system. She will work under the supervision of the Reference Librarian. She will be immediately responsible for programmes of education for users of the Central Library, but will cooperate with and advise the staff of branch libraries concerning programmes for their readers. It will be important for the Reference Librarian and the Reader Education Librarian to secure the cooperation of academic staff so that education of readers in the use of the library can develop as far as possible, given the resources available. (Miss Wendy Cooper was appointed to this position early in 1975).

The last report mentioned this library's activity in promoting the use of computerized bibliographical searches in the medical field. In Australia the National Library of Australia is the agency which carries out these searches, from a data base originating from the U.S. National Library of

Medicine. In March 1974 Dr Boscott and Dr Arden of the library staff attended a conference at the National Library of Australia, which inaugurated a similar service (BIOSIS) in the biological sciences, and have assisted academic staff to establish profiles of their information needs in that field since then.

Members of the library staff continue to compile the "Annual bibliography of studies in Australian literature" in the periodical *Australian literary studies*, and their assistance has been enthusiastically acknowledged by scholars such as Alan Lawson, author of *Patrick White* (Melbourne, Oxford University Press, 1974. Australian bibliographies series).

Again the number of inter-library loans and photocopies supplied by this library to others continued to climb. For example, items supplied by post to libraries outside Brisbane increased from 7134 in 1973 to 8199 in 1974.

In June the Senate endorsed recommendations that undergraduate students of Griffith University be permitted to read, but not to borrow, in the libraries of this university, on production of a current student identification or similar evidence of enrolment. For the time being post-graduate students and academic staff of Griffith University and the Queensland Institute of Technology have been granted borrowing privileges in this library system equivalent to those of undergraduate students of the University of Queensland. These arrangements are reciprocal. Where they prove insufficient or inappropriate, readers may work through the inter-library loan services of their respective institutions.

The acquisition of a Kodak Recordak motormatic reader-printer and another of the same make with reading capability only in the Central Library greatly assisted service to students using the large and growing stock of microforms mentioned in the last report.

It is likely that the displays mounted in the Central Library foyer and the F.W. Robinson room created more attention in 1974 than in any previous year. Examples were the displays on flowering plants and trees on the University site (where we

received much assistance from the Buildings and Grounds section) and on the Melbourne Cup. Some very successful displays were also at least partly the work of student societies such as the Fine Arts Society and the Classics Students Society.

Collection Building. Further acquisitions from the special equipment grant from the A.U.C., and the continuing strength of the Australian dollar for part of the year, meant that the substantial programme of retrospective acquisitions described in last year's report was continued.

Again a list that is a sample only of some of the major acquisitions is appended.

For some years this library had relied heavily on the State Library of Queensland and the Parliamentary Library for the provision of recent Australian newspapers. However, this attempt at rationalization became increasingly inappropriate as the indexing service *Australian public affairs information service* intensified its coverage of Australian newspaper articles, and so subscriptions were placed for microfilms of recent issues of the *Age*, *Sydney Morning Herald*, and *Canberra Times*. The microfilms are available by the time *A.P.A.I.S.* appears, and use has already abundantly justified this decision.

During the year negotiations with our principal American suppliers Richard Abel, resulted in the compilation of a list of categories in the social sciences and humanities for which Richard Abel will send books on approval to the Library. The books will be from North American publishers, and will begin with those published in 1975. A smaller, related scheme will begin with B.H. Blackwell, Oxford. It is hoped that this will assist far quicker selection, with the availability of the books themselves often ensuring more informed selection than is possible from booksellers' announcements and similar material. The scheme will be discussed much more extensively in next year's report.

The general pattern of purchases was rudely interrupted by the devaluation of Australia's currency by 12% late in September. At the end of August the library had orders outstanding for books and new serial titles for over \$A216,000, calculated

at the old rates. Of the subscriptions for current serials (nearly \$250,000 at the old rates), over half were yet to be billed. The consequences for the 1975 budget and patterns of expenditure are very grave.

Fryer Memorial Library. It is a relief to turn from this situation to mention the continuing generosity of donors in building the library's collection. The Vice-Chancellor, academic staff, present and past students, all assist library staff as ambassadors in this cause. It is invidious in the extreme to pick out examples, but three may be mentioned. Mr Peter Wilson donated the papers of his father, the late Sir Leslie Orme Wilson, which reflect the stages of his career as A.D.C. to the Governor of N.S.W. 1903-09; Parliamentary Secretary to the British Treasury and Chief Unionist Whip, 1921-23; Governor of Bombay, 1923-28; and Governor of Queensland, 1932-46. The Welsby family of Ipswich donated a large collection of Australian and other socialist publications which had been built up over roughly half a century, 1920-1970. It includes many issues of the *Communist* and *Communist review*, some other fugitive Australian socialist periodicals, many pamphlets, and overseas titles such as *International literature*, *New Times*, and *Labour monthly*. It documents well the split between the Communist Party of Australia and the Socialist Party of Australia. The Presbyterian Church in Queensland has deposited substantial parts of its records in the Fryer Memorial Library. Quite apart from their value to the ecclesiastical historian, there is a wealth of material on the history of aboriginal missions and other social topics.

Two collections of musical interest highlight the growing concentration on our musical past, following on the Percy Brier Collection. Mrs Dalley-Scarlett has given us some beautifully transcribed manuscripts of Dr James Dalley-Scarlett, and Mrs Percy Grainger of White Plains, New Jersey, has given a collection of programmes and posters which illustrate Percy Grainger's career in the U.S.A.

The Australia Day Flood took many of our staff into the stricken areas to help with salvage operations. Among these was Alumni volunteer Mrs Fedora Fisher who worked with zeal and growing excitement to rescue the Cilento papers. Sir Raphael Cilento has

handed over his collection to the library; it records the range, breadth and depth of his distinguished career.

Amongst our regular donors from the Alumni Association's Library Assistance Fund is Mr E.E. White of Wahroonga. Through the fund we were able to purchase Fine Bird Books, 1700-1900, by Sacheverell Sitwell and others. This beautiful folio is the result of collaboration between the publishers, Collins and van Nostrand. The plates were printed in Amsterdam.

The library relies heavily on donations to Special Collections. This year has seen the reliance well justified.

Undergraduate Library

The facilities of the Undergraduate Library and the services it offers were overextended during 1974. One indication of this is a thirty percent increase compared with figures for 1973 in the number of items lent.

The demand for its services was partly due to changes in methods of teaching and assessment and partly due to the success of its general approach to the problem of ensuring that material needed to support teaching programmes is available when students want it and in sufficient quantity. Approximately 868 pages of reading lists were checked, and recommendations for the purchase of books were prepared to the value of \$45,000.

The term "readers' adviser" was accepted and used by new students as a form of enquiry when entering the Undergraduate Library for the first time. This term and the services of the Undergraduate Library have been well publicised by the distribution of colourful brochures and by Library staff who have been invited by lecturers to speak to their classes about finding information in the Library.

Each Readers' Adviser had some contact with large classes or tutorial groups, some as many as twenty hours during the early weeks of the first semester. Working with Mrs Marjorie Roe of Library Audio-Visual Services, they prepared audio tapes with accompanying booklets on finding information in the Undergraduate

Library each directed to a particular group of students or to information on particular topics.

The work of helping individual students to find information and in the process to use the subject catalogue, periodical indexes and other basic reference tools continued to be justified by its success.

The installation of the electronic book security system has been noted above. It is felt that it has simplified traffic control and reduced the stress on library staff formerly required to check the persons and belongings of readers leaving the building.

Library Audio-Visual Services. The establishment of library audio visual services on the first floor of the Undergraduate Library has added a new dimension to library use for both teaching staff and students.

Now it is possible for students and teaching staff to find through the catalogue, or browsing, audio tapes, movie films (16mm and 8mm), 35mm strips and slides, and to a limited extent, video tapes, in their subject area. They can also find out through reference services offered what other audio visual materials there are available for purchase or loan from other institutions. It is also possible for library users to listen to or view these materials in small groups or singly, or to borrow these materials for use in seminar rooms, lecture theatres, etc. within the University.

The past twelve months have shown that the Library can provide a congenial environment in which staff and students will use audio-visual materials for self-instruction, small group teaching, learning and research; that teaching and library staff and students can be encouraged to look on audio visual materials as another form in which information can be presented and not as something independent of the general educational purpose of the Library; that teaching staff need information services and advice on non print materials available in their subjects for their own as well as their students use; and that audio visual material is

needed in much the same way as printed material is needed for information, teaching, and research.

Statistics will show that the Library is fast accumulating audio visual materials in all media. Statistics, however, do not show the origins of this material or how this material has been acquired and/or the purposes for which the material is used.

Audio Visual material has been acquired from commercial producers as books are from publishers. However a great deal of the material in our collection has been prepared for specific purposes by teaching staff within the University on tape and/or film; other material has been gathered on the library's initiative from taping lectures and interviews with distinguished visitors. There is an enormous untapped resource for students of social history, social work, government, psychology, and the natural sciences, and the Library has made a small beginning in collecting this material.

An increasing amount of audio visual material of quality is now being produced and generated within Universities and this University is no exception.

With the encouragement that the Tertiary Education Institute is able to give to educational innovation and the technical advice and facilities that the new Department of Audio Visual Services can offer, it is likely that the Library's services in collecting and organising locally produced materials will be in even greater demand.

Perhaps the most important evidence we have of the impact that the Library's audio visual services have made on teaching and learning is the increasing number of reading lists which include in the list of references materials on tape and film.

The A/V section dealt with 10,000 reader services transactions involving A/V hardware and software in 1974.

Lending Services (Central Library)

Despite under-staffing in some areas, which caused delays in reservation, searches and recalls, the Department as a whole functioned smoothly in 1974.

There are currently only 423 uncompleted searches - a great improvement over previous years. The loan transactions increased by 10% to a high of 195,806. Undergraduates are still the largest category of borrowers, accounting for 67.4% of all loans.

The semester system affected the peak loan periods, coinciding with the months of April and October. The most heavily used subject areas continue to be Economics and Literature.

Morale continues to be good, and relations with readers are also apparently happy.

BRANCH LIBRARIES

1974 was the first year of full operation of the semester system and this was reflected in the operation of most Branch Libraries. Increased enrolment and changes in teaching patterns resulted in greater use of all library services. In 1st semester 1974, loans increased dramatically. e.g. Architecture up 31%, Bancroft up 40%, Law up 54% and Undergraduate up 33%. Figures for Second Semester were not as high, though still considerably above those for the equivalent period in 1973. Greater demand was made on reference services and most Branch Libraries devoted more time to instructing students in library use, providing assistance with book lists and so on. This placed great demands on staff and often relief staff had to be provided to cope with the extra work.

Architecture Library. Delays in the construction of the Architecture/Music/Town Planning Building have added to space problem in this library. By Long Vacation 1975/76 the shelving will be completely full.

Bancroft Library. Increased enrolments resulted in a dramatic increase in use of this library and demands for longer hours. Special funds were provided to enable the library to open until 9 p.m. week days and on Saturday and Sunday 9 a.m. to 5 p.m. for most of the academic year. As mentioned previously the transfer of the Occupational Therapy and Physiotherapy monographs to this Library will provide greater security for these books. However, all available shelving space has now been utilized.

Biology Library. Space problems necessitated the moving of little used material to Central Library. An additional $\frac{1}{2}$ time staff member helped relieve the work load and a Library Attendant (shared with Bancroft) was appointed to help with the load of reshelving.

Chemistry Library. Chemistry Library does not lend journals and this has resulted in a drain on staff time in providing photocopies of articles requested on inter-library loan. The policy of allowing a diversity of practice among the various branch libraries may have to be reviewed if it becomes evident that these variations are impeding those who might use several libraries.

Engineering Library. As forecast in the last report, it was necessary to remove seats from this library in order to provide additional shelving space. More seats will be lost if the Darnell Store is not removed in the next 12 months.

Geology Library. Lack of space continues to be a serious problem in this library. Much time must be spent in back shelving material to gain space where it is needed. The map collection has been moved to a nearby room and can no longer be supervised by Library staff.

Law Library. As mentioned previously, shortage of seats in this library reached crisis point in 1974. Some alleviation was achieved by transferring some duplicate material to the 4th floor of the Undergraduate Library.

It should be noted that the establishment of a secondary collection such as this disadvantages the student in some respects. He cannot get all the material he may need at one time. Library staff help will be limited by the material available. The work involved in establishing and servicing this collection also imposes an added drain on Library staff resources.

The events of 1974 highlight the need to establish an acceptable student/library seat ratio in the new Law Library which is part of the new Law School proposed for the 1976/78 triennium.

Mathematics Library. Extensions to the library will provide shelving space until the end of 1975 after which the shelves will again become overcrowded. In time we will again be faced with the situation where either more space must be allocated to the Library or seats will have to be removed to provide shelving for books. Planning to meet this situation should commence as soon as possible.

Music Library. This library has been most seriously affected by the delay in the completion of the Architecture/Music/Town Planning building. The bookstacks are full and staff and readers continue to work in sub-standard conditions.

Physics Library. In 1974 the stage was reached where either bookstock or seats had to be moved. As seating in Physics Library is already minimal, we accepted reluctantly the suggestion that some little used material be moved to a stack room on a lower floor. In a building without vertical transport this will impose a physical burden on library staff. Again the need to service a collection in another location inevitably increases the workload on the library staff.

Thatcher Library. The staff of this library was increased by one person thus releasing relief pool personnel for other demands. Staff were able to keep up to date with requests from external students mainly because loan requests did not increase as dramatically as in other libraries. This was attributed in part to the problems associated with the introduction of the

semester system to external students. Despite reduced enrolments in 1975, indications are that this trend will be reversed.

Increased postage costs continue to be a drain on library maintenance funds.

Veterinary Science Library. Space problems necessitated the transfer of little used material to Central Library. The new Biological Sciences Library will provide welcome relief.

Medical Libraries. Difficulties due to inadequate space in Clinical Sciences Library have already been mentioned. These libraries continue to be heavily used.

It will be noted that with the exception of Chemistry every physical sciences branch library is suffering space problems and undesirable solutions have sometimes been adopted *faute de mieux*. The question will need to be faced squarely in 1975 and a decision made either to proceed with planning a Physical Sciences library, or with upgrading and expanding each of the existing branches.

REDS

Some projects considered desirable but impractical under current staffing loads have now been made possible by the advent of the REDS scheme. Applications have been made to the Regional Economic Development Scheme for clerical assistance to

- (1) add identifiers to Undergraduate Library books for the on-line circulation scheme (21 man weeks)
- (2) assist in reclassification of Central Library materials from Dewey to L.C. (156 man weeks)
- (3) complete the bugging of Undergraduate Library books for the electronic security system (10 man weeks)
- (4) supplement the Undergraduate staff to compensate for the late start of the on-line circulation system (54 man weeks)

We have been informed that 1-3 have been approved and that 4 is deferred, pending further information.

Open University

During 1974 an investigation was made into the cost to the library of the 500 open University students which the Open University Committee's Draft Report suggested this University might accept in 1975. Library services to these students would be provided by Thatcher Library for External students.

The Committee recommendations have not yet been considered by the Australian Government but costing revealed that on mid-1974 figures, the cost of 500 extra students would be \$84,000 in 1975 and \$57,000 in 1976.

The question is now being reconsidered on the basis of the University accepting 500 Open University students in each year of the next triennium.

Conclusion

This report has been compiled in the absence of the University Librarian and I would like to take the opportunity of paying tribute to the University Library staff as a whole for their support and co-operation during the period of Mr Fielding's leave. The added duties have been time-consuming but never onerous and I cannot speak too highly of the willing assistance supplied by my colleagues. Invidious though it may be to single out individuals I feel that I would be remiss if I did not name specifically Mr Spencer Routh and Miss Judith Wilson, whose experience and expertise have been invaluable, and without whose counsel on many occasions the cares of the office would undoubtedly have been far more taxing.

John L. Cummings.
Acting University Librarian.

May, 1975.

UNIVERSITY LIBRARY STATISTICS 1972-1974

	<u>1974</u>	<u>1973</u>	<u>1972</u>
1. Potential users			
Full-time teaching staff,			
Lecturer and above	771	726	687
*Other eligible full-time staff	646	717	495
External Undergraduates	3418	3257	3125
Part-time Undergraduates	4393	4294	4462
Full-time Undergraduates	8399	7474	7402
Post-graduate students	2432	2268	1849
TOTAL	<u>20059</u>	<u>18736</u>	<u>18020</u>

*Variations due in part to change in definition if eligible.
Includes Research Staff, Professional Staff, Classified
Administrative Staff.

2. Library staff

Graduate Professional staff	45 $\frac{1}{4}$	40	41 $\frac{1}{4}$
Non-Graduates with professional qualifications	4	5	2
Graduates without professional qualifications	17 $\frac{1}{2}$	17 $\frac{1}{2}$	20 $\frac{1}{2}$
Library Assistants	96 $\frac{1}{2}$	90	71
Typing and clerical	19 $\frac{1}{2}$	18 $\frac{3}{4}$	16 $\frac{1}{2}$
Library Attendants	28	26	16
Casual equivalent	3	3 $\frac{1}{2}$	2
TOTAL	<u>213$\frac{3}{4}$</u>	<u>200$\frac{3}{4}$</u>	<u>169$\frac{3}{4}$</u>

Distribution of Library Staff

Administration	7 $\frac{1}{4}$	7 $\frac{1}{4}$	7 $\frac{1}{4}$
Technical services	62 $\frac{1}{2}$	63 $\frac{3}{4}$	60
Reader services (Main Library)	45	43	50
Reader services (Branch Libraries)	99	87	50

	<u>1974</u>	<u>1973</u>	<u>1972</u>
3. Services			
Lending outside building:			
*Main Library	197,856	178,940	215,852
Lending outside building:			
*Branch Libraries	439,851	371,044	191,805
Items lent to libraries			
outside University	16,419	14,769	13,395
Items borrowed from libraries			
outside University	5,433	6,228	6,306
Hours of opening per week			
(Main Library) during			
academic year	93½	93½	93½
	(88½ 1st term)		

*Reflects inclusion of Undergraduate Library among Branch Libraries from 1973

4. Acquisitions

Books:			
New titles by purchase	20,900	12,792	17,032
New titles by gift	2,151	1,865	2,171
Total volumes added (Books)	50,123	33,901	42,801
Serials:			
Total number of periodicals			
received	20,266	19,428	18,803
Number of non-duplicate			
serial titles received	16,548	15,904	15,466
Total bound volumes added			
(serials)	18,050	20,192	15,367
Total bound volumes in			
University library	868,099	799,926	745,965
Microfilm added (reels)			
Monographs	229	283	139
Serials	2,912	2,908	573
Total microforms held	20,573	17,432	14,241

1974197319724. **Acquisitions (contd.)**

*Phono records held	1,256	1,171	-
*Audio reels and cassettes held	2,424	1,838	-
Video tapes held	35	10	-
Slide sets held	102	74	-
Film reels held	80	16	-

*Includes Thatcher Library.

5. **Expenditure**

Books from Library vote	\$273,196	\$247,439	\$201,231
Books and Serials from other funds (Research, Donations, etc., Equipment, Hospital Boards)	154,068	127,634	87,000
Serials from Library vote	260,648	212,971	238,242
A/V materials	8,568	4,696	-
Binding	89,132	85,188	66,671
Maintenance and Equipment	172,748	103,697	76,609

Total expenditure, except salaries, from all sources	958,360	781,625	670,553
Salaries, Payroll Tax etc.	1,495,148	1,065,341	806,066

TOTAL expenditure on University Library.	\$2,453,508	\$1,846,966	\$1,476,619
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Expenditure from Library Vote as % of recurrent University Expenditure from recurrent grant.	6.7%	6.4%	6.32%
Expenditure from all funds as a % of total University Expenditure.	6.2%	5.9%	5.58%

STATISTICS OF INDIVIDUAL LIBRARIES

	Approximate size in bound volumes		Serials currently received		Loans within University		Loans to Libraries out- side University	
	(1974)	(1973)	(1974)	(1973)	(1974)	(1973)	(1974)	(1973)
Central Library	441,162	(410,533)	9,887	(9,402)	197,856	(178,940)	9,728	(8,251)
Branch Libraries								
Undergraduate Library	63,382	(54,783)	220	(176)	236,970	(179,612)	—	—
Architecture	8,950	(8,135)	314	(295)	9,462	(7,597)	209	(273)
Bancroft	15,787	(14,352)	447	(427)	15,851	(13,923)	549	(640)
Biology	37,229	(34,797)	1,450	(1,395)	26,155	(19,254)	1,322	(957)
Central Medical	19,398	(18,078)	806	(785)	11,105	(11,771)	760	(1,013)
Chemistry	13,443	(12,451)	334	(324)	6,758	(5,217)	247	(201)
Clinical Sciences	8,955	(8,204)	370	(335)	17,464	(17,746)	657	(752)
Dentistry	7,169	(6,992)	232	(222)	4,637	(4,668)	63	(5)
Engineering (incl. Electrical Engin.)	40,118	(37,672)	1,665	(1,578)	25,101	(27,284)	878	(753)
Geology	18,684	(17,956)	1,022	(1,009)	6,132	(4,401)	578	(473)
Law	30,601	(28,313)	471	(456)	3,647	(2,867)	6	(16)
Mater	3,816	(3,326)	131	(176)	5,382	(5,860)	81	(89)
Mathematics	15,096	(14,169)	315	(309)	8,451	(8,044)	152	(77)
Music	12,936	(11,696)	207	(203)	10,712	(5,657)	5	(22)
Physics	13,261	(12,247)	522	(516)	11,365	(12,169)	249	(141)
Princess Alex. Hospital	4,718	(4,410)	191	(184)	4,117	(4,639)	70	(101)
T.M.L.	78,121	(68,282)	357	(340)	25,224	(30,216)	—	—
Veterinary Science	15,747	(14,664)	893	(874)	11,324	(10,119)	865	(1,005)

Appendix of selected purchases

A.M.A. Archives of dermatology, 59-78, 1949-58.

All-India reporter, 1914-69

American journal of archaeology, 43-67, 1939-63

Anatolian studies, 1, 1951, to date

Avery index to architectural periodicals. 2nd rev. ed. 1973

Botanical magazine, 60-76, 1947-63

Calcutta review, 1-114, 1844-1902 (m) *

Commentary, 1-34, 1945-62 (m)

Corpus of early keyboard music, 1963 to date

Enciclopedia dell'arte antica, 1958-66

Entomologist's monthly magazine, 1-87, 1864-1951

Fraser's magazine, 1873-66 (m) 1 - 73.

Gt. Brit. Parliament. Cabinet. *Minutes* (CAB.23), 1-101,
1916-39 (m)

India Office Library and Records microfilms of the papers of
Lords Birkenhead, Chelmsford, Curzon, Elgin, Lansdowne, and
E.S. Montagu

Islamic culture, 1-47, 1927-73

Jen min jih pao (People's daily, Peking), 1950 to date (m)

Journal for the scientific study of religion, 1, 1961, to date

Journal of experimental zoology, 52-112, 1928-50 (m)

Journal of general and applied microbiology, 1-18, 1955-72

Journal of speech and hearing disorders, 11-26, 1946-61

Koloniale Rundschau, 1909-27 (m)

De Locomotief (Semarang, Java), 1864-1940, 1947-56 (m)

Parasitica, 3-23, 1947-67

Planta, 35-55, 1947-61

Romania, 1-30, 1872-1901

Russkaia mysl', 1-46, 1880-1927 (m)

Schweizerische Musikbibliothek, 69-99, 1929-59

Stanford law review, 1-17, 1948-49 - 64/65

University of Chicago. Far Eastern Library, *Catalogs*. 1973

Zeitschrift fur die neutestamentliche Wissenschaft, 20, 1921, to date

* m = on microfilm or microfiche