

THE UNIVERSITY
OF WOLLONGONG
LIBRARY



ANNUAL REPORT 1975

WOLLONGONG UNIVERSITY LIBRARY



University Year 1975

ANNUAL REPORT

1975

CONTENTS

Library Committee	5
Library Staff	7
General Issues	9
Buildings and Service Points. ...	12
Acquisitions and Cataloguing Departments	13
Reader Services Department... ..	16
Archives Unit	17
Statistics 1975..	21
Associated Activities	23

"Books are the legacies that a great genius leaves to mankind, which are delivered down from generation to generation, as presents to the posterity of those who are yet unborn."

— Joseph Addison

LIBRARY COMMITTEE ACTIVITIES

There were ten meetings throughout the year and these were held on a monthly basis after the June meeting, with two meetings in December. The need for monthly meetings highlighted the growing University and the need for close attention to forward Library planning and policy developments.

Concern for allocation of funds was of dominating importance, culminating in the Library Committee Report on Departmental Allocations, which proposed solutions to the vexed and difficult proposition of allocation by formula. Other financial matters considered were distribution of the Earmarked Grant approved by the Universities Commission and to be applied for the first time in 1976, distribution of funds for special acquisitions against both recurrent and equipment funds, the problems generated by carry forward of funds, and the need to keep purchase of new serial titles in perspective.

The Committee also addressed itself to the following matters - Library fines, the development of basic working collections in Academic Departments, opening hours, especially on Sundays, the role of the Archives Unit in relation to development of a non-book materials policy, the Wollongong University Subject Catalogue Study (W.U.S.C.S.), Library security, the effectiveness of the FASTCAT pre-cataloguing system and the use of the depository at Warrawong Shopping Centre. Of some significance, too, was the concern of the Library Committee with the development of an Interim Library Board cum Departmental Committee within the Library, and the proposal that the Committee be strengthened by the election of an additional member from the Library staff.

LIBRARY STAFF AS AT 31ST DECEMBER, 1975Senior Librarians

Mr. J. Hazell, <i>B.A., A.L.A.A.</i>	University Librarian
Mr. J. Lorenc, <i>B.Sc., A.L.A.A.</i>	Technical Services Librarian
Miss D.R. Dowe, <i>B.A., Dip.Lib., A.L.A.A.</i>	Reference Librarian
Miss R. Lotze, <i>B.A., A.L.A.A.</i>	Acquisitions Librarian
Mrs. R. Hunt, <i>B.A., Dip.Ed., Dip.Lib., A.L.A.A.</i>	Senior Librarian (Cataloguing)

Librarians

Miss L. Boone, *B.A., Dip.Lib., A.L.A.A.*
 Mrs. D. Endicott, *B.A., Dip.Lib., A.L.A.A.*
 Mr. K. Gaymer, *B.A., Dip.Lib.*
 Mr. M. Haniffa, *B.A. (Econ.), Dip.Lib., A.L.A.A.*
 Ms. S. Healy, *B.A., A.L.A.A.*
 Mr. C.J. Krawczyk, *B.A., A.L.A.A.*
 Ms. F. McGregor, *B.A., Dip.Lib.*
 Ms. M. Pegler, *B.A., Dip.Lib.*
 Mr. S.I. Sefein, *B.A., A.L.A.A.*
 Mrs. H. Whelan, *B.A., Dip.Lib.*

Archives Officers

Ms. B. Irving, *M.A., Dip.Arch.Admin.*
 Mr. K. Smith, *B.A., Dip.Arch.Admin.*

Library Assistants

Mrs. G. Antonopoulos, *B.A.*
 Mrs. R. Bargon, *B.A.*
 Mrs. K. Barker, *B.Ec.*
 Mrs. L. De Graaff
 Mrs. M. Ellis, *B.A.*
 Miss P. Kent
 Mrs. L. McCaffery
 Miss S. Masters

Stenographer

Mrs. A. Genero (Secretary to University Librarian)

LIBRARY STAFF AS AT 31ST DECEMBER, 1975 (Cont.)Office Assistants and Office Assistant/Typists

Miss L. Blakeman
 Miss R. Coleman
 Mrs. E. Erskine
 Miss E. Fairbairn
 Mrs. M. Gillespie
 Mrs. M. Hodges
 Mrs. M. Murray
 Miss K. Stone
 Miss V. Stacey
 Miss C. Woollard

Attendants

Mr. W. Trueman
 Mr. B. Yeomans

Staff Changes During 1975

As in previous years, there was ample evidence of the mobility of Library staff, with twelve resignations, four internal transfers to other classifications, establishment of ten new positions and actual filling of twenty-two posts. At the end of the year the official establishment stood at forty-five with seven vacancies at 31st December. New positions created were largely in Technical Services, to assist the development of procedures geared to a significant increase in the level of expenditure for monographs and serials and the consequent growth in cataloguing output.

Of significance was the appointment of Mr. J. Lorenc as Technical Services Librarian, a new post. He was formerly Acquisitions Librarian, and this position was filled by Miss R. Lotze. This development enabled more effective concentration on the coordination of work in the processing Departments of Acquisitions and Cataloguing.

GENERAL ISSUESLibrary Research

At the end of 1974 Mrs. Roslyn Hunt, Senior Librarian (Cataloguing), was granted almost \$18,637 by the Australian Advisory Committee on Research and Development in Education as a research grant for an eighteen month period, to study the effectiveness of PRECIS as an indexing system for subject catalogues in undergraduate libraries. This was first reported in last year's Annual Report and is discussed in more detail in the section of this Report dealing with the Cataloguing Department. It is sufficient to state that 1975 saw the beginning of what was to become a very large project.

Towards the end of 1975 Ms. Baiba Irving, Archives Officer, was awarded \$2,400 to collect oral and written data on women of the Illawarra Region. The award was made by the Australian National Advisory Committee for International Women's Year.

Study Leave

The University Librarian, Mr. J. Hazell, undertook a study leave programme from 7th February to 6th June, 1975, visiting over 30 university and research libraries in Canada, U.S.A. and the United Kingdom. His Report ranged over a number of aspects of library provision and service - buildings, management, acquisitions and selection, cataloguing, automation, reader services and collection organisation.

During Mr. Hazell's absence, Mr. J. Lorenc, Technical Services Librarian, was Acting University Librarian.

Automation

In March, 1975 a Librarian (Automation) was appointed with responsibility to the University Librarian for developing automation of existing processes and services. In February impetus was given to planning future directions of automation by a request from Professor E.O. Hall of the Australian Universities Commission for advice on the impact of computers on Library operations and plans for extending services. After consultation with the University's Administration, it was decided to amalgamate the projects of both the Administration and the Library within a single data processing unit so as to save staff and equipment.

The concept of jointly using computer peripheral equipment and having one unit handle data processing needs of both the Library and the Administration led to acceptance of the need for a Systems Analyst, a Programmer, and of two Typists/Machine Operators to be on secondment from the Library following rationalisation of existing staff in the Cataloguing Department.

Following further evaluation of systems in operation at other institutions, and notwithstanding considerable interest in acquisitions and circulation subsystems, it was decided to automate first the cataloguing subsystem by way of securing cataloguing data from the Australian MARC Record Service and by consultation with Macquarie University Library which was using similar equipment. Approval was given for the purchase of a minicomputer plus peripherals during 1976. Concurrently, pre-cataloguing copy was changed from catalogue cards to machine-readable bibliographic data and a UNIVAC visual display unit terminal was connected between the Computer Centre and the Library Annexe to enable the conduct of on-line pilot projects.

Staff Participation in Management

In September the first formal meeting of the Interim Library Board was held. The board was constituted entirely of Library staff, both ex-officio and elected, and represented the outcome of several meetings of all the Library staff with the University Librarian. It was conceived originally with the functions of an academic Departmental Committee in mind, and its principal purpose was to advise the University Librarian in the several areas of Library activity.

The Vice-Chancellor attended a meeting of the Board in November, particularly to discuss the strong feeling by some Library staff that the Library should be considered the equivalent of an academic Department. Although it was clarified that the Library was not and could not be considered an academic Department, it was clear that Library representation by way of audience and debate was welcomed at Faculty meetings.

The Board established several working parties and considered various papers and documents relating to the University Librarian's study leave, Library publications and publicity, policy development, particularly for archives and non-book materials, government publications, collection arrangement and staffing. By the end of the year the functions and value of the Board were apparent and there were proposals that it might elect an additional member of staff to the Library Committee.

Conference of Library Association of Australia

In keeping with previous years, several staff members attended the Biennial Conference of the Library Association of Australia, held in Melbourne during August. As a consequence, a Library staff seminar was held and discussion centred around on-

Conference of Library Association of Australia (Cont.

line circulation, centralised cataloguing services, planning by the National Library of Australia, learning exchanges, design of Library buildings, reader education, PRECIS indexing and audiovisual developments. There is a need for continued staff attendance at the Conference to assist in essential awareness of developments in Library provision and service.

BUILDINGS AND SERVICE POINTS

The principal activity for the year was the progression in the building of the Library Stage II, but during 1975 the Technical Services Acquisitions and Cataloguing continued to operate within the Library Annexe, a wing of the Administration Block. In its turn, the Reader Services Department continued operating, largely within the limits of Stage I, but also within the progressive difficulties created by a rapidly growing extension to the Library building. Archives service continued to be given from the Parking Station site.

Towards the end of the year Technical Services staff assisted in the move of bookstock and furniture of the Division from the Annexe to the new building. This took five weeks in all with the consequent loss of output from October. It was also necessary to assist Reader Services staff each day in the new building, particularly in necessary rearrangement of collections and in interfiling of quarto serials with octavo or folio sized volumes.

In September the physical transfer of Library material from Stage I to Stage II began at the first

BUILDINGS AND SERVICE POINTS (Cont.)

floor level. At the same time several offices were re-located temporarily within the Seminar/Group Study/Small Study Room block. Temporary walls had to be built at the second floor level because of the effect of building industry strikes, and during October transfer of material was begun at the second floor level. Subsequently, the whole of the Reference Collection and the Library Catalogues were moved temporarily into the new Foyer to permit completion of airconditioning ducting and other work. Unfortunately, during the building extensions there were thefts from the Library and considerable damage to photocopying and other machines, as well as some to the building itself. The need for completion of the fire alarm locked fire exits was thus dramatically highlighted.

LIBRARY DEPARTMENTS AND UNITS
Acquisitions and Cataloguing Departments

Most of the administrative work in both Departments was directed towards examining and improving -

- (a) work flow in systems,
- (b) liaison with the Academic Departments,
- (c) assistance to Library users in general,
- (d) Library public catalogues.

Based on the above four targets for the year, a new ordering system was developed which incorporated more accurate and effective financial records and which enabled especially a better liaison with the Academic Departments and Library users in general.

Acquisitions and Cataloguing Departments (Cont.)

Because of advantageous currency exchange rates overseas, suppliers were used to a greater extent than in previous years.

The work also commenced on transfer of serials accession records file to a new public file which will be available for consultation by users in the public area of the Library.

Work began on use of MARC records in the cataloguing of works for the Wollongong University Subject Catalogue Study (WUSCS). About 1,100 titles were processed using BNB MARC records in the first three months of the year. This was of considerable assistance in the subsequent introduction of MARC record cataloguing, thus representing the first step taken towards automating the cataloguing system. By the end of 1975, MARC records were being very little altered and output had increased by 220%.

To achieve the objectives of the WUSCS project two full time graduate assistants and a clerical assistant worked with the Senior Librarian (Cataloguing), Mrs. Hunt, who spent an average of 50% of her time on the project. Care was taken to match the methodology as far as possible with the Bath University Comparative Catalogue Study (BUCCS), the report from which was expected in early 1976. It was hoped that the studies would complement each other, as the institutions are of similar size, age, and discipline spread.

Work at Wollongong involved comparisons of PRECIS and Library of Congress Subject Headings as the indexing systems used to control the subject approach to 2,073 documents in a sample collection. The documents were almost all monographs and covered a wide spread of university disciplines. The experimental

Acquisitions and Cataloguing Departments (Cont.)

design involved the examination of recall and precision ratios in searches by undergraduate and postgraduate students and by academic and Library staff. Searches were of questions of essay type and covered disciplines using a range of types of terminology. Most searches will be done in card catalogues. Comparisons may be made between searches in the Subject catalogues and those in a simple KWOC listing. Subjective data gathered in an interview situation will also be examined. The project is due to be completed during 1976.

During the year a decision was made to withdraw totally the FASTCAT collection (a pre-cataloguing system which provided reader access to uncatalogued material) for full cataloguing as soon as possible. This task was half completed by the end of the year.

Continuing examination of treatment of pamphlets, reprints, government publications and audiovisual materials occurred often under the aegis of the Interim Library Board. Further work was also done on rationalization of filing rules used in the catalogues. In an attempt to establish clear guidelines for the cataloguing of serials, a survey of this practice in major tertiary institutions in Australia was undertaken. The main conclusion was that there are as many approaches as there are libraries and that the written rules are so imprecise as to allow many practical solutions to problems in specific collections.

Seconding of some staff to the WUSCS research project led to the Department's functioning below the effective level of staffing for 1974, notwithstanding which, significant increases in output were attained and planning for further automation proceeded steadily.

Reader Services Department

As in previous years, reader education activities were prominent during Orientation Week and a slide/tape programme, introducing students to the Library, was screened three times per day. This was followed by tours of the Library. Tutorials in the use of the Library and subject literature were also held for several subjects throughout the year.

Various publications were produced to support the Department's services, including the following guides and lists - Library Guide; Finding Out - Woman; Abstracts and Indexes - Science and Technology; Guide to Statistics; Abstracts and Indexes - Social Sciences and Humanities; Guide to Government Publications; Periodicals on Chemistry; Periodicals in Library - Metallurgy; What is in the Archives? Displays were also held from time to time to support appropriate academic activities.

The extension of the Library into Stage II is mentioned elsewhere, but it should be noted that transfer of material from Stage I occupied Reader Services staff to a considerable degree as the building progressed. This work, together with staff shortages, meant considerable pressure in coping with circulation needs and the return of material to the shelves after use. Despite dust, noise, cold and heat, in varying degrees, Library service continued without a break during the whole of the period, to the credit of staff and builders alike.

Statistics are given elsewhere, but the pattern of previous years continued with increases in most areas, including interlibrary loans, a reflection of the continuing need to develop the Library's collections. Overall figures for Circulation, except the Reserve Collection, increased by more than 30%, and the Reserve figure was just slightly less than 30%. Given the difficulties occasioned by considerable changes, the year's performance was very creditable.

Archives UnitPreamble

The year 1975 was one of both consolidation and expansion, in that the Unit became a truly viable one from the point of view of professional staff, and thus could function in an appropriate manner.

The functions of the Unit could be defined as follows:

- (1) General administration of the Unit.
- (2) User services: reference, retrieval, and supervision of students.
- (3) Acquisition of records from a variety of sources.
- (4) University and community liaison work in relation to both acquisition and use of records.
- (5) Discussion with University records staff with regard to records disposal techniques.
- (6) Physical arrangement of records.
- (7) Descriptive listing: guides and inventories.
- (8) Research for the purposes of descriptive listing and currency of information files.

Staff Activities

On 27th February, 1975 the professional staff of the Unit was increased to two with the appointment of Mr. K.E. Smith. The Archives Officer, Ms. B. Irving, attended the Oral History Conference at La Trobe University in February, 1975, while both staff members attended the inaugural meeting of the Australian

Archives Unit (Cont.)

Society of Archivists held at the Australian National University in April. At a meeting of the Illawarra Historical Society on 15th May, both staff members addressed the members of the Society on the subject of the nature and uses of archives.

The Unit's staff have, on several occasions, assisted Library staff in re-locating Library material and Ms. Irving compiled a Library publication dealing with government publications.

The Repository

Carpet in the administrative area of the Unit was laid in January, 1975, and a partition erected in April cut down the excessive draught. A serious water seepage problem became evident in May, which necessitated the transfer of 468 linear feet of material, and the careful removal, drying out and re-sorting of 108 linear feet.

The repository could well have a vermin problem in the future, due to the presence of earth on one side of the Unit. No provision has yet been made for conservation techniques to be employed, should the need arise.

The Collection

At the end of 1975 there were 52 non-University collections and 14 University collections, in addition to film negatives, microfilm, tape-recordings and photographs. There was also a valuable collection of political pamphlets and a selection of seminar papers from the A.N.U. and the Australian Political Science Society.

The Collection (Cont.)

Records in the actual Stack area consisted of 1,081 linear feet of non-University records, 501 linear feet of University records, 100 feet of photographic negatives, 54 feet of University publications; a total of 1,736 linear feet. In addition, there were 537 feet of Library books being stored pending processing by the Acquisitions Department, plus 20 boxes of other books. Vacant Stack area consisted of 273 feet, with another 150 feet of smaller Stacks with a limited use. When the Library material is eventually removed, there will be at least 810 linear feet of vacant Stack area, with some smaller Stacks also available.

During the year 250 feet of new records were acquired and fully processed, with 286 feet of existing material also being classified and some 30-40 feet of material awaiting processing.

Reference and Publicity Activities

During the year, the Unit's staff attended to the research needs of 131 users, 98 from Wollongong, the rest from other cities, including Townsville. A total of 421 requests from University staff to use University records was recorded, in addition to numerous telephone enquiries.

User education was a high priority. The Unit's staff interviewed academic staff from every Department within the University, while groups of students and staff from Sociology, History, and Psychology were addressed. In August, a Workshop was conducted with students from the Diploma of Archives Administration course at the University of New South Wales, and a successful Open Day was held at the Unit on 15th August. At the Open Day, three comprehensive seminars were held, involving academics from the University,

Reference and Publicity Activities (Cont.)

archivists from Sydney, teachers from the Illawarra area, students, and members of the public.

Another important milestone was the publication in August of the first Guide to the Unit's holdings. This publication was well received by a number of archival institutions and libraries.

A number of prominent archivists visited the Unit during the year, including the Lecturer-in-charge of the postgraduate Diploma in Archives Administration and staff of both the Australian Archives and Archivists Authority of New South Wales. Other visitors included Mrs. Elaine Harrison, Manuscripts Librarian of the University of Western Kentucky, Ms. Wendy Lowenstein a prominent free-lance journalist and oral historian and Mr. Rupert Lockwood, the author and journalist.

Summary

The year was one where the Unit became well-known amongst archivists, and where strenuous efforts were made to encourage the use of archives amongst academic staff and students of the University. It became obvious, however, that there were some members of the University who considered the Unit something of a luxury, and sought to have its activities curtailed. As a good summation of the activities of the Unit, and as a comment to its critics, it is relevant to repeat part of a document submitted by the Archives Officer, Ms. Irving, to the Academic Senate;

"During 1975 the Archives Unit of the University of Wollongong gained a reputation for service and constructive innovation, which few archives, in their initial years, achieve. It would be a grave, indeed tragic, error on the part of the University of Wollongong if the Archives Unit, which it had the initiative to establish, was diminished or closed down on the grounds of excessive or unjustified expenditure, since, as this report has shown, such claims cannot be substantiated."

STATISTICS 1975Acquisitions

Monograph volumes acquired during the year by purchase	4,118
Monograph volumes acquired during the year by donation	1,683
Total volumes at 31.12.75	69,034
Bound serial volumes added.. .. .	3,088
Total bound serial volumes at 31.12.75.	30,381
Total volumes in Library at 31.12.75 ..	99,415
Serial titles added by subscription. ..	200
Serial titles added by gift or exchange	75
Total serial titles at 31.12.75.	2,494

Expenditure on monographs and serials:

From Library vote	119,000
From research vote... .. .	2,776
From equipment vote.. .. .	1,571
From gift funds.. .. .	501
Total monographs and serials.	123,848
Binding.. .. .	24,108

Cataloguing

New monographs	7,804
New editions and additional copies ...	739
New serial titles.	571
Reprints.. .. .	261
Pamphlets.	231
Reprocessing, including recataloguing, reclassifying, reshelving... .. .	1,050

Serials

Changes in holdings	291
Amendments.	484
Analyticals	163
Transfers.. .. .	11
Withdrawals	10

STATISTICS (Cont.)Reader Services

	<u>Circulation</u>	<u>(% difference on 1974)</u>	
<u>Monographs</u>			
Undergraduate Loans	49,313	34.77	Increase
Postgraduate Loans	2,035	45.57	Increase
Academic Staff Loans	<u>4,192</u>	<u>1.46</u>	Decrease
Total	55,540	31.17	Increase
<u>Serials</u>	<u>3,023</u>	<u>30.75</u>	Increase
<u>Total Loans</u>	58,563	31.44	Increase
Reserve Collection	40,236	29.33	Increase
<u>Interlibrary Loans</u>			
Requested by Wollongong	2,621	2.60	Decrease
Supplied to Wollongong	2,471	11.61	Increase
Requested from Wollongong	863	12.37	Increase
Supplied by Wollongong	674	4.50	Increase

ASSOCIATED ACTIVITIESLibrary Association of Australia

Staff attendance at the Biennial Conference of the Association has been noted previously. The University Librarian, Mr. J. Hazell, and the Reference Librarian, Miss D.R. Dowe, were elected President and Secretary/Treasurer respectively of the South Coast Regional Group of the Library Association of Australia, for the second successive year.

Mr. Hazell spoke on his study leave in June, but plans for other formal meetings during the year did not eventuate. In July the Library hosted participants in a Cataloguing Workshop directed towards assisting library staff of the Region undertaking examinations of the Library Association of Australia. Speakers included Miss Jean Arnot, formerly Head Cataloguer of the State Library of N.S.W., Mrs. Moselle Isaacs, Senior Cataloguer of Fisher Library, University of Sydney, and Mr. John Balnaves, Principal Lecturer in Librarianship at the Canberra College of Advanced Education.

The University Librarian represented the South Coast Regional Group of the Library Association of Australia in presenting a submission to the Committee of Inquiry into Public Libraries, which met in Wollongong in July. The terms of reference included consideration of the role of libraries in education centres.

Conferences, Meetings and Seminars

The University Librarian attended Melbourne meetings of the Committee of Australian University Librarians (C.A.U.L.) and the Australian Advisory

Conferences, Meetings and Seminars (Cont.)

Council of Bibliographical Services (A.A.C.O.B.S.). He attended also meetings of the N.S.W. Committee of the latter body. C.A.U.L. is a forum for Australian University Librarians who exchange views regularly by "round robin" correspondence, and A.A.C.O.B.S. plays a significant part in the development of National bibliography and information resources in Australia. The Acquisitions Librarian, Miss R. Lotze, attended meetings of the Sub-Committee on Retrospective Collecting of the N.S.W. Regional Committee of A.A.C.O.B.S.

The Technical Services Librarian, Mr. J. Lorenc, represented Librarianship at Annual Careers evenings held at Berkeley and Fig Tree High Schools during April. Functions of this kind highlight the sad lack of training, at any level, in the Wollongong area.

Visits and Visitors

There were few opportunities for staff to inspect other libraries during the year, but in October some staff visited the Institute of Technology Library in Sydney. In November the Head of the Information Resources Centre of the Milperra College of Advanced Education visited Wollongong.

PUBLICATIONS

J. HAZELL: *Australian and New Zealand Library Statistics*
(In Library Statistics 1974; Supplement to Australian
Academic and Research Libraries, Vol.6, No.3, September,
1975)
