

# **WOLLONGONG UNIVERSITY COLLEGE LIBRARY**



**ANNUAL  
REPORT**

**1974**

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LIBRARY



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LIBRARY COMMITTEE 1974

Mrs. J. Irving	Department of Economics (CHAIRMAN)
Mr. J. Hazell	College Librarian (SECRETARY)
Dr. P.C. Arnold	School of Civil, Mining and Mechanical Engineering
Dr. M.W. Bunder	Department of Mathematics
Mr. G.R. Carr	Student
Miss D. Jones	Department of English
Mr. M. Michie	Student
Dr. J. Stephens	Department of Physics

Senior Library staff also attended meetings regularly.

LIBRARY COMMITTEE ACTIVITIES

There were 7 meetings held throughout the year, the first being 9th May, 1974 and the last 20th November, 1974. It was a year of considering present and future needs, not only of the Library but to some extent of the University itself.

The dominating activity was concerned with allocation of funds to Departments and a Sub-Committee on Library Allocations considered very carefully proposals to allocate funds on a formula basis. Whilst this was rejected because there appeared to be too many variables, there was establishment of the concept of a basic allocation and it is significant that the last meeting of the year foreshadowed close consideration of the principles involved in allocating funds to the academic Departments.

There were substantial papers presented on Salaries and Staff Structure, and on Staffing Needs with strong support given. These papers pursued the relationship of the Library to the academic Departments, supported payment of salaries for senior staff at academic rates and pointed up the lack of staff resources in all areas. Both papers were referred to the Academic Senate and the Resources Committee respectively. The measure of acceptance was marginal but useful attention was drawn to Library problems.

The other matter of major concern was that of Terms of Reference for

the Library Committee, particularly in anticipation of approaching autonomy for the University. The direct responsibility of the University Librarian to the University Council was confirmed as was the advisory nature of the Library Committee itself.

LIBRARY STAFF AS AT 31ST DECEMBER, 1974

Senior Librarians:

Mr. J. Hazell, B.A., A.L.A.A.	College Librarian
Mr. J. Lorenc, B.Sc., A.L.A.A.	Acquisitions Librarian
Miss D.R. Dowe, B.A., Dip.Lib., A.L.A.A.	Reference Librarian
Mrs. R. Hunt, B.A., Dip.Ed., Dip.Lib., A.L.A.A.	Senior Librarian (Cataloguing)

Librarians:

Miss L. Boone, B.A., Syd., Dip.Lib., N.S.W., A.L.A.A.  
Mr. K. Gaymer, B.A., Syd., Dip.Lib., N.S.W.  
Mr. M. Haniffa, B.A.(Econ.) Ceyl., Dip.Lib., Lond., A.L.A.A.  
Ms. S. Healy, B.A., Lond., A.L.A.A.  
Ms. M. Pegler, B.A., Q'land, Dip.Lib., N.S.W.  
Mr. S.I. Sefein, B.A., Cairo, A.L.A.A.  
Mrs. H. Whelan, B.A., N.S.W., Dip.Lib., N.S.W.

Archives Officer:

Ms. B. Irving, M.A., N.S.W.

Library Assistants:

Miss D. Allen, B.Sc.  
Mrs. G. Antonopouloš, B.A., (Wisc.)  
Mrs. R. Bargon, B.A., (Delhi)  
Mrs. K. Barker, B.Ec., (Q'land)  
Mrs. M. Dains, M.A., (N.S.W.)  
Mr. C.J. Krawczyk, B.A., (N.S.W.)  
Mrs. L. McCaffery  
Miss S. Masters  
Mrs. E. Stinson, B.A., (Syd.)  
Mr. A. Yeomans

Stenographer:

Miss E. Richards (Secretary to College Librarian)

Office Assistants and Office Assistant/Typists:

Miss L. Blakeman  
Mrs. K. Cooper  
Miss E. Fairbairn  
Mrs. A. Genero  
Mrs. M. Hodges  
Miss S. Lynch  
Mrs. M. Murray  
Miss V. Stacey

Attendants:

Mr. W. Trueman  
Mr. B. Yeomans

Staff Changes During 1974

It was a year of much "movement at the station" with eleven resignations, establishment of eight new positions and appointment of 21 new members of staff, altogether an indication of the mobility of Library staff in general. At the end of the year the establishment stood at 35 positions, there being two vacancies at that time.

There were some expected difficulties in filling some positions, but there was an improvement on the 1973 situation. The problem of a lack of opportunity for local training in librarianship remained.

Inservice Training

During the July vacation there was some interchange of staff between Acquisitions, Cataloguing and Reader Services Departments. This was the first formalised arrangement within the Library for such training which assists appreciation of the roles and functions of the different Library Departments.

## GENERAL ISSUES

This section of the Report brings together matters relating to the Library's services and functions as a whole.

### A.U.C. VISIT

The visit of the Australian Universities Commission resulted in fairly sympathetic comments from the Commission concerning the future development of the Library, although there were some reservations about the capacity to cope with what would be a four-fold increase in processing by 1978. It was also noted that by 1976 when Stage II of the Library would be complete there would need to be considerable impetus to development of the Reader Services Department to cope with increased demands which would require more appropriate staff at nights and weekends to achieve a more effective level of service.

### AUTOMATION

In anticipation of introduction of automated procedures limited use was made of the IBM 1620 and Electrical Engineering Department's NOVA.

A pilot project of ordering books was undertaken with minimal bibliographic details being punched and verified by a library assistant, programming being carried out by a member of the Mathematics Department with execution on the Atomic Energy Commission's IBM 360/70.

The data from the above project was accepted by a British book supplier and resulted in quicker delivery. At the same time order data in punched cards was sent to the Canberra College of Advanced Education for a machine readable catalogue record in MARC format. This was deciphered through the assistance of the Computer Centre staff and resulted in a printout of cataloguing data that greatly increased throughput of approximately 1,200 books.

Minor programming was done to decode Australian MARC Record Service tapes, creating control numbers for internal use and use of available applications packages on the UNIVAC 1106 anticipated for installation in 1975.

### COLLEGE PUBLICATIONS

In an endeavour to establish better standards in production of College publications preliminary discussions were held between Library staff and various administrative personnel. Matters raised included consideration of allocation of ISBN (International Standard Book Number) numbers, problems of copyright, binding of theses and deposit of College publications in the Library.

### BUILDINGS AND SERVICE POINTS

During 1974 the Technical Services Departments continued to operate in the Library Annexe in the Administration Building. Reader Services functions and services continued in Stage I of the Library. The Warrawong Regional Shopping Centre basement continued to serve as an initial sorting area for donated material and archives material was transferred to the Kenny Street Parking Station early in the year. This is separately reported.

Stage II of the Library progressed reasonably well during the year but was subject to extreme difficulty in site preparation owing to wet soil conditions accentuated by wet weather. A schedule of furniture and equipment needs for the new building was prepared and various meetings held from time to time with Estate Division personnel and the architects concerning requirements and changes in layout.

### LIBRARY DEPARTMENTS AND UNITS

#### ACQUISITIONS DEPARTMENT

##### Accommodation

Throughout the year, the Department occupied a wing of the Administration Block. The room in the heat engine laboratory which had been used as a small stack room was vacated in January and the books were transferred to the Library Annexe. Use of 216 sq. feet of space in the Library Annexe was lost when the Administration Data Processing Unit was accommodated in October. For this reason layout of shelving and working space in the Annexe in anticipation of staff increases in 1975 was completely changed. The rearrangement, which involved complete move of stock and furniture, took 4 days to complete in October. The move involved all categories of Library staff. At the same time a large number of unpacked boxes of unsorted donated material were stored in the Archives Unit in Kenny Street.



### Telex Service

The telex machine was relocated from the original position under the staircase to the newly built soundproof cubicle in the part of the Library Annexe used by the Administration. Manning of the telex was continued by the Library staff.

### Serials

As in the previous year, the serials were accessioned on the top floor of the Library Stage 1. However, all administrative functions were performed in the Library Annexe. Tidying up of records as well as further rationalization of use of subscription agents took place and management of 386 serial titles was transferred from one major agent to another.

### Donations

Large donations of monographs and serials were received from the Macquarie University Library, University of New South Wales Library, Reserve Bank of Australia, Library of New South Wales, University of Newcastle, Metal Manufactures Ltd., Australian Iron & Steel Pty. Ltd., as well as from many individuals from the Illawarra region, various Embassies and the United States Information Service. Much of this material was not accessioned immediately and therefore not incorporated in the official figures of Library holdings as at the end of 1974.

### General

Financial complications arose during the year due to inflation in Australia and overseas countries. This had a detrimental effect on cost of publications, especially serials. Thus the allocation for the year (\$140,000) was overexpended by \$14,000, mainly due to increase in cost of subscriptions.

As in previous years, collection maintenance and binding were severely handicapped due to lack of staff and finance. The participation in cooperative inter-library exchange schemes, and sorting and incorporation of donated monographs into the Library collection were again very much below average for a University Library.

### ARCHIVES UNIT

In February 1974, negotiations were completed between the University College and Wollongong City Council for the lease of the Kenny Street parking station basement to house the University College's archival collection.

Necessary preliminaries, such as the installation of fluorescent lighting, the erection of steel shelving and the provision of office furniture, had to be completed before the task of transferring the collection to Kenny Street could begin.

Previously, the University College's archival holdings were situated in a number of locations, the basement of the Warrawong shopping complex, the Technical Services and Reader Services Departments of the University College Library and the Shellharbour Municipal Council Chambers. All these holdings were transferred to Kenny Street between February and July, 1974.

To mark the transfer to Kenny Street an Open Day was held on July 12, 1974. Many visitors, both from the University College and outside it, came and were introduced to the contents and the workings of the Archives Unit.

Apart from the physical transfer of the archival collection, the main task accomplished in 1974 was the arrangement, boxing and listing of collections. Preliminary listings have now been made available for all deposits held in the Archives Unit; several detailed inventories have been prepared and others are in progress.

At the end of 1974 the composition of the Archives Unit collection was as follows:

University Records:

- 8 Deposits of Manuscript University Records
- 1 Deposit of Press-Cuttings about the University
- 1 Deposit of Photographs of the University.

Non-University Records:

- 36 Deposits of Manuscript Records and/or Printed Matter
- 2 Deposits of Microfilm
- 4 Deposits of Photographs or Photographic Negatives.

In addition, the Archives Unit holds several oral history tapes, an extensive collection of publications of local and general interest and a comprehensive selection of University of Wollongong publications. Information files relevant to existing deposits, to matters of regional interest and to archival concerns generally, are also maintained.

The Archives Unit's University record holdings are primarily used for meeting reference needs. The most regularly requested records are the *non-current Student Records files*, which are frequently needed by the Student Records section of the University administration. Requests for reference access to other University records collections are received both from other sections of the administration and from academic Departments.

To date, the Archives Unit's non-University holdings have been used for reference and research purposes by some local and interstate scholars. Until late in 1973, such use of the collection was not encouraged because of the urgent and pre-eminent need to arrange and list the collection. Various steps have been taken to publicise the non-University holdings of the Archives Unit:

1. The Archives Unit Open Day on 12th July, 1974.
2. In August a circular was sent to all Heads of Departments requesting information about the kinds of primary source materials which Departments wanted the Archives to acquire and information about potential archival material. A list of all current archival holdings was enclosed; Heads of Departments were asked to circulate this among their staff and students.
3. Entries describing the most important collections in the Archives Unit were prepared for the National Library's Guide to Collections of Manuscripts relating to Australia. This is the authoritative listing of Australian manuscript collections; it is consulted extensively by research scholars.
4. Entries were prepared for the National Library's union card catalogue of Oral History tapes. Since there is no published national union listing of oral history for Australia, the National Library's card catalogue is used by scholars seeking oral evidence relevant to their research interests.
5. An article describing the Wollongong University College's Archival collection was prepared for Archives and Manuscripts, the only Australian periodical dealing specifically with archives.

6. A talk, describing plans and activities with regard to oral history at Wollongong, was delivered to the 1974 Oral History conference at La Trobe University; the transcript of this was published in Oral History 74 (La Trobe University, 1974).

During 1974, the Archives Unit staff consisted of one full-time Archives Officer and three part-time employees, Richard George, Glenn Mitchell and John White. Their assistance in helping with the transfer and the setting up of the archival collection has been greatly appreciated.

### CATALOGUING DEPARTMENT

#### General

The beginning of 1974 saw the introduction of two developments for which planning had been completed in 1973:

1. ISBD (M) was introduced as standard cataloguing practice: our work sheet is divided into sections corresponding with MARC fields and contains ISBD (M) punctuation.
2. FASTCAT, a broadly based subject division of books precatalogued with running number identifiers, was introduced to clear a long-standing backlog of 2,000 books.

In February, 1974 there was a beginning to producing catalogue cards by offset press. Further refinements were made to shelf-listing procedures as part of a long term preparation for automation.

#### Research Project

In October, 1974 Roslyn Hunt, Senior Librarian (Cataloguing) was granted almost \$18,637 by the Australian Advisory Committee on Research and Development in Education to administer a research project on the applicability of PRECIS for the subject catalogues of academic libraries. The project, which is known as WUSCS (Wollongong University Subject Catalogue Study) involves comparisons of Library of Congress Subject Headings and PRECIS, each used in a one-stage card catalogue. PRECIS stands for PRE-SERVED CONTEXT INDEX SYSTEM and was designed in England in 1969 to exploit the semantic analysis of documents by trained indexers through the use of computer manipulation of data.

Student searches will be the most important source of data in the study which is planned to last eighteen months from 1st January, 1975. Preliminary work for WUSCS involved the Cataloguing Department in its first work with MARC records during 1974.

## READER SERVICES DEPARTMENT

### Guidelines

In May 1974 the Reference Librarian, Miss D.R. Dowe, produced a set of guidelines for the function of the Department, these being as follows:

1. to assist the College community in all forms of reference work ranging from answers to specific questions, to the compilation of comprehensive bibliographies, and the provision of reader assistance in information retrieval.
2. to provide a formal reader education programme to the students of the College on the use of the Library and its materials, especially the literature of their particular subjects.
3. to operate the lending services, including interlibrary loans.
4. to develop the use of audiovisual and other non-book materials.
5. selection of materials, especially reference material, and the filling of gaps in the collection.

### Translations

During the year academic Departments were circularised concerning languages in which staff members were prepared to assist with translation requests. Specifications were obtained concerning any limitations applying, special conditions and costs involved so that a central register was available.

### Reader Assistance and Reader Education

A first and significant step in developing more effective reader education became possible in July with the establishment of a position of Librarian committed to the reader education programme. This enabled development of better liaison with academic Departments and regularising of group instruction in various subject areas. Various guides to the

literature were prepared in support of some of the programmes.

Assistance was given in developing access to MEDLARS searches through the National Library of Australia. Such computer based data searching is essential, not only in medical literature, but in other fields as well.

#### Use of Other libraries

On behalf of academic staff a check was made of access to collections at the University libraries in Sydney, particularly in view of impending autonomy as the University of Wollongong. This information was passed on through the Library Committee. It is still necessary for staff to use such other collections because of the limited resources at Wollongong.

#### Circulation

Actual statistics are given elsewhere in this Report but ordinary lending increased by 10%. Interlibrary lending continued an upward trend with figures of 2,214 for items supplied by other libraries (36%) and 649 in items supplied to other libraries (37% increase). Surprisingly Closed Reserve figures dropped slightly from 32,884 to 31,110 loans.

STATISTICS 1974

ACQUISITIONS DEPARTMENT

Monographs

During the year 180 purchase orders were placed which covered 5,658 volumes, whilst at the same time 9,424 monographs were accessioned (9,080 new titles and 344 add-ons). Out of these, 2,249 volumes were received gratis and accessioned. During the year 407 items were cancelled to the value of \$3,849.

Serials

The following statistics were recorded:

Orders were placed for 119 new subscriptions.

80 titles supplied gratis were requested.

32 titles previously supplied gratis and which had ceased to arrive were followed up.

67 handbooks and calendars from other Universities and Colleges of Advanced Education were requested.

21 new purchase orders replacing old subscriptions were placed.

196 new titles (purchased) commenced to arrive during the year.

244 new titles by donation were received.

116 new titles were added to the collection without having a current subscription.

229 claims for non-receipt of issues were sent.

Audio Visual and Non-Book Material

During the year the following material was accessioned:

2 volumes of microforms (total of 153 reels, each reel approximately 20m).

2 phonorecords.

27 cassette/sound tapes.

1 set of slides (215 slides).

12 reels of films.

4 sets of charts.

8 maps.

Collection Maintenance

During the year 2,147 volumes of serials and 713 monographs were bound. In addition 1,074 bound volumes of serials were received by donation and accessioned.

CATALOGUING DEPARTMENT

Monographs

New titles* ... ..	2,490
Additional copies and new editions ... ..	833
Recataloguing and classification .. ...	310
Transfers from serials to monographs .. ...	144

FASTCAT

New titles ... ..	2,396
Titles withdrawn* . ... ..	477

Serials

New titles ... ..	813
Title changes and changes to main entry ...	350
Changes in holdings ... ..	316
Analyticals ... ..	112
Title withdrawals . ... ..	13
Transfers from monographs to serials .. ...	4

Other Materials

Reprints ... ..	561
Pamphlets, newspapers, etc. ... ..	186

Total items shelved: ... .. 7,865

\* Note that FASTCAT withdrawals were counted as new titles in monograph cataloguing statistics.



READER SERVICES DEPARTMENT

Circulation

Student loans ... ..	36,590
Postgraduate loans .. ..	1,398
Staff loans . . . . .	4,254
Total Monograph loans ... ..	42,342
Serial loans. . . . .	2,312
TOTAL LOANS: ... ..	44,554
<u>FASTCAT loans</u> - Student . . . . .	1,463
Postgraduate. . . . .	118
Staff ... ..	453
TOTAL ... ..	2,034
Closed Reserve... ..	31,110

Interlibrary loans

Requested by us.. . . .	2,691
Requested from us ... ..	768
Supplied by us .. . . .	645
Supplied to us .. . . .	2,214

ASSOCIATED ACTIVITIES

Library Association of Australia

The College Librarian, Mr. J. Hazell, and the Reference Librarian, Miss D.R. Dowe, were elected as President and Secretary/Treasurer respectively of the South Coast Regional Group of the Library Association of Australia. Speakers at meetings held throughout the year included Mr. Harrison Bryan, Librarian of the University of Sydney, Professor Peter Elkin, formerly of the Wollongong University College, and Professor of English at the University at the University of New England, Mr. John Metcalfe (retired), formerly University Librarian of the University of New South Wales, Mr. John Vaughan, Executive Director of the Library Association of Australia and Mrs. Judy O'Connell, the Association's Industrial Officer.

As an aid to local students in librarianship, two workshops were held in cataloguing and reference work. Speakers included Miss Jean Arnot, former

Head Cataloguer at the Library of N.S.W., Mr. Robert Langker, Deputy University Librarian at the University of N.S.W., Mr. John Balnaves, Principal Lecturer in Librarianship, School of Liberal Studies at the Canberra College of Advanced Education, Miss Beth Stone, a Librarian at the National Library of Australia, Miss Maxine Rochester, Lecturer at Canberra College of Advanced Education, Mr. Allan Horton, University Librarian at University of N.S.W., and Mr. Russell Cope, Librarian of the N.S.W. Parliament.

#### Conferences, Meetings and Seminars

During April the College Librarian and the Acquisitions Librarian, Mr. J. Lorenc, attended the Conference on Importation of Books, arranged by the Attorney-General's Department. Papers centred on copyright and whether Australia should be an open or closed market.

The College Librarian attended the Annual Meeting of the Committee of Australian University Librarians (CAUL) held in Canberra during August. Information exchange within this Committee has assisted decision making within University librarianship in Australia. Matters discussed included receipts of Australian Government publications, copyright, electronic security systems, audiovisual materials, statistics, flexitime and library fines. The College Librarian assumed responsibility for collecting university library statistics on an annual basis. He attended also regular meetings of the N.S.W. Regional Committee of A.A.C.O.B.S. held throughout the year.

Seminars and meetings attended by Senior Librarians were as follows - Mr. J. Lorenc (Practical Applications of Data Processing in Libraries), Miss D.R. Dowe (Audio-Visual Services), these two at Macquarie University, and Mrs. R. Hunt (Australian MARC Record Service) at the National Library of Australia. Mrs. B. Irving of the Archives Unit attended an Oral History Seminar at La Trobe University. The Acquisitions Librarian attended a MARC Workshop at Fisher Library in August, this being attended by representatives from 16 tertiary institutions. In September, the Reference Librarian, Miss D.R. Dowe and Ms. S. Healy attended a seminar on audiovisual material at the Sydney Opera House. Contacts of this kind maintain essential links with new developments in Library technology and organisation.

### Visits and Visitors

During May, Mr. Eric Wainwright of the West Australian Institute of Technology visited the College Library in connection with information on undergraduate services and the adequacy of C.A.E. Library collections. In August the College Librarian inspected the Library of the Canberra College of Advanced Education.

Various members of the Library staff undertaking library examinations visited CCH (Tax and Business Law publishers) and Macquarie University Library during September. Useful information was secured on publishing and editing, and on the organisation of audiovisual material in university libraries. There was further reinforcement on this area when some members of the Reader Services Department inspected audiovisual facilities at Macquarie University Library during December. Audiovisual facilities at Macquarie are of a very high standard.

In November, Mr. Derek Austin of the British National Bibliography visited Wollongong in connection with the PRECIS research project. He originated PRECIS indexing.

### PUBLICATIONS

R. Hunt

FASTCAT: Or how not to catalogue a book.  
Australian Library Journal 23: 287-92, September, 1974

R. Hunt and J. Lorenc

Multi-media: An on-going programme for an academic library.  
Australian Academic and Research Libraries 5: 169-178, December, 1974.