

WOLLONGONG UNIVERSITY COLLEGE LIBRARY



**ANNUAL
REPORT**

1973

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COLLEGE LIBRARY



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C O N T E N T S

Library Committee 1973	5
Library staff as at 31st December, 1973	5
General issues	7
Buildings and service points	9
Acquisitions Department	10
Cataloguing Department	12
Reader Services Department	15
Archives Unit	18
Statistics	20
Other activities	24
Publications	27

LIBRARY COMMITTEE 1973

Professor A. Keane	Department of Mathematics (CHAIRMAN)
Mr. J. Hazell	College Librarian (SECRETARY)
Professor K. Blakey	Department of Economics
Professor G. Brinson	Department of Metallurgy
Professor R. Duncan	Department of History
Dr. J. Ellis	Department of Chemistry
Professor C. Gray	Warden
Professor B. Halpern	Department of Chemistry
Mr. G. Hayes	Department of English
Miss D. Jones	Department of English

On occasions members were represented by the following:

Mr. M. Atkinson (Metallurgy), Associate Professor P. Bolton (Chemistry), Dr. P. Burton (Chemistry), Mr. J. Steinke (Economics) and Mr. R. Stewart (College Secretary). Senior members of the Library staff also attended meetings regularly.

LIBRARY STAFF AS AT 31st DECEMBER. 1973

Senior Librarians:

Mr. J. Hazell, BA, ALAA - College Librarian
Mr. J. Lorenc, BSc, ALAA - Acquisitions Librarian
Miss R. Dowe, BA, DipLib, ALAA - Reference Librarian
Mrs. R. Hunt, BA, DipEd, DipLib, ALAA - Senior Cataloguer

Librarians:

Mr. K. Gaymer, BA, DipLib	Mr. S. O'Connor, BA, DipLib
Mrs. C. Hick, BA, DipLib	Mr. G. Walker, MA, DipEd, DipLib
Mrs. B. Irving, MA	

Library Assistants:

Mrs. M. Dains, BA	Miss S. Masters, ALAA
Mrs. S. Healy, BA	Miss J. Ryall, ALAA
Mrs. J. Joukador, BA, DipEd	Mrs. E. Stinson, BA
Mr. C. Krawczyk	

Stenographer: Mrs. C. Morphett (Secretary to College Librarian)

Office Assistants and/or Typists:

Mrs. K. Cooper	Miss S. Lynch
Miss E. Fairbairn	Mrs. M. Murray
Mrs. A. Genero	Mrs. B. Naugle
Mrs. S. Johnson, BA	Mrs. J. O'Callaghan (Temporary)

Attendants:

Mr. A. Yeomans

STAFF CHANGES IN 1973

During 1973 eight persons resigned, these being Mrs. P. Morris, Mrs. L. Christie, Mrs. J. Jones, Mrs. B. Strinic, Mrs. L. Webb, Miss V. Stacey, Mr. J. Tulas and Mr. L. Brand. Eleven new positions were established - 1 Senior Librarian, 3 Librarians, 2 Library Assistants, 3 Office Assistants/typists and 2 Attendants. Mrs. R. Hunt was promoted as Senior Librarian Grade I and designated Senior Cataloguer. At the end of the year the establishment stood at 27 positions, there being one vacancy at that time.

The difficulties in filling professional appointments, reported in the 1972 Annual Report, were less obvious although the range of applicants was still very limited. The lack of local training in librarianship continues to be a worry and approaches were made to the Wollongong Teachers' College concerning the possibility of establishing a course at that institution. This is still under active attention and the Library Association of Australia has offered assistance in undertaking a feasibility study based on an environmental assessment.

GENERAL ISSUES

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

AUC Submission 1976-78

In preparing information about the Library's growth and development, it was necessary to look fairly closely at the existing situation, examine objectives and present what the situation is likely to be in five years time. Expectancies envisage a collection approaching 250,000 volumes by 1978 with provision for multi-resource material including not only orthodox monographs and serials but non-book media such as archives, maps, audio tapes and cassettes, sound recordings, microforms and even pictures and programmed learning kits.

The exercise thus required a realistic examination of the Library's philosophy of service and at the same time some examination of its role and function in a university. The library in a university is generally placed somewhere between the administration and academic departments and is often viewed as belonging to neither. It is fairly clear, however, that the Library in any educational community directly assists teaching and research needs. Because of this, funding should provide an adequate level of support to provide reasonable growth in both the teaching and research material. There is a responsibility to provide for parallel growth.

Library Committee

The Library Committee represents the best forum for Departments of the College to be involved in and aware of Library activities. In 1973 there were four ordinary meetings and two special meetings. Apart from normal progress reports on the Library members of the Committee were involved principally in considering various aspects of the Library allocations. Its Resources Sub-Committee made recommendations for 1974 concerning Basic Library Grants to Departments, purchases against the Special Acquisitions allocation, and the Equipment Grant (for back sets and expensive scholarly works).

As a consequence of a Board of Studies resolution all Departments secured access to agenda papers. Subscriptions to new serial titles in

1974 were approved at an estimated cost of \$7,000. It is necessary to increase serial holdings at this kind of rate if the collection is to meet current awareness demands.

Library Liaison Officers

Departments of the College have all nominated particular staff members to act as Library Liaison Officers. Supervision of Departmental selection and requisitions is their primary responsibility, but problems arise from time to time and the officers themselves change. In this spirit a first meeting was held in 1973 where various common issues were discussed including purchases, reader education and cataloguing backlogs.

Automation

During the year Mr. J. Lorenc, Acquisitions Librarian, became a member of the College's Computer Committee. This has enabled Library requirements to be clearly known. Automated processes are highly desirable for many aspects of Library services and activities - in bibliographical input of cataloguing data, ordering of monographs and serials and in circulation control. With the arrival of the new computer on campus it will be possible to plan in a more realistic way.

Amalgamation difficulties

During the year it seemed that there was a strong possibility that Wollongong University College and the Wollongong Teachers' College will be merged in the near future. In anticipation, a reasonably close examination was made of the implications as far as the libraries of the two institutions were concerned.

In a report to the Joint Working Party Sub-Committee on the Library two approaches were suggested which treated the Institute Collection as a branch library or alternatively totally integrated both staff and collections with the University College Library.

Under either arrangement there would need to be a close examination of salary scales and conditions of employment, as well as Library funding.

BUILDINGS AND SERVICE POINTS

Reader service continues to be provided in Stage I of a planned four stage building. In its second year of use the building has proved to be reasonably adequate although pressures for additional space for the collection were very apparent in the last months of the year. Additional shelving has been installed on the ground floor for precatalogued material and more is urgently needed on the second floor for growth in serial holdings. It is inevitable that some of the 280 reader places will soon be lost.

Technical processing has remained in the Library Annexe in the Administration Block where the Acquisitions and Cataloguing Departments continue to be located. Some space was lost when the College switch board moved into the area in November. Because of physical separation from Stage I there are consequent problems with communication and movement of new material for the collection. While a College vehicle has always been used where appropriate it is not convenient. Stage II of the Library is not expected to be available until the end of 1975, so 1974 will be a difficult year.

The basement of the Warrawong Regional Shopping Centre has continued to be used as an area for initial sorting of donated material and temporary accommodation of some archives. By the end of 1973 the way was almost clear for occupancy of the basement of the Kenny Street Parking Station in the city for archives. There is a separate report on the Archives Unit which amplifies this development.

Building of Stage II of the Library, approved by the Australian Universities Commission its Fifth Report of 1972, commenced in November, 1973. Progress has been difficult not only because of weather problems but the need to divert part of a natural creek which cut across the extension site and to relocate sewer mains. Initial construction work has thus involved site preparation and placing of foundation piles, slow going in often extremely wet conditions.

DEPARTMENTS OF THE LIBRARY

ACQUISITIONS DEPARTMENT

In view of impending autonomy there have been strong efforts to build up Library resources to reach a reasonable degree of self-sufficiency in some areas. But to achieve even minimal levels has been difficult and significant growth will be necessary in a relatively short time if the Library is to fulfil its role in the University community.

Staff strength was increased considerably during 1973, but the increase was insufficient for an effective rate of monograph ordering. In the middle of the year it was apparent that there would be some difficulty in rational spending of the Library Allocation for the year - \$115,000. This was further aggravated in the second half of the year by the revaluation of the Australian dollar, as the benefits of the high value of the dollar were passed on to us by Library suppliers. Books were purchased at a lower price and thus the rate of expenditure slowed down. To counter-balance these factors, the allocations for binding and subscriptions were exceeded by a considerable overexpenditure. The allocation for binding was \$15,000 - the expenditure for 1973 was \$22,204. The allocation for serials was \$44,000 - the expenditure at \$65,000. Thus while monograph buying suffered somewhat during the year, the collection as a whole improved, especially in serials. The effort was concentrated on eliminating discrepancies and omissions in subscription arrangements.

It should be noted that for the first time in the history of the Wollongong University College Library, the allocation for the year was overspent, as the actual expenditure for the year was \$122,475. Purchases from research votes and equipment votes are not included in this figure.

Collection maintenance and binding were other areas severely handicapped by lack of staff. It was fortunate that long runs of serials were purchased during the year, which eased the pressure on preparation of binding. Participation in co-operative inter-library exchange

schemes, and sorting and incorporation of donated monographs into the Library collection were very much below average for a University Library.

Serials Acquisitions

Subscription records were brought from the University of New South Wales Library on 11th January, 1973 and from that date all aspects of acquisitions were handled at Wollongong. By necessity, considerable effort was incurred in tidying up the records in addition to committing the increased allocations for serials.

All agents previously used by University of New South Wales Library were notified of the transfer of responsibility for subscriptions in the early part of the year. All subscriptions previously handled by the Agent-General in London for the Kensington Library have been transferred to other agents. The major part of the transfers was completed by the end of May, 1973.

Collection Maintenance

Large donations of monographs and serials were received from the Macquarie University Library, University of New South Wales Library, Australian Iron & Steel Pty. Ltd., John Lysaght (Australia) Ltd., Reserve Bank of Australia, C.S.I.R.O., as well as from many individuals from the Illawarra region, various Embassies in Canberra and the United States Information Service in Sydney. Much of this material has not yet been accessioned and therefore not incorporated in the official figures of Library holdings as at the end of 1973.

Of special interest was the donation by the Illawarra Mercury of a complete set of the local newspaper South Coast Times.

Large donations of monographs and serials were also received from the Library of New South Wales and the National Library of Australia. Donations from the latter source resulted from Mr. K. Gaymer's stay at the National Library for one week, which gave him the opportunity to select material in the Clearing Centre. He was accompanied at that time by a part-time member of the Archives Unit.

Basic Library Grants and Equipment Grants

In 1972 the concept of Basic Library Grants was developed whereby Departments could apply for grants to assist in building up resources to adequate levels. An amount of \$8,500 was allocated during 1973 for this purpose and in December the Resources Sub-Committee of the Library Committee approved distribution of \$13,000 in 1974 for similar purposes. While funds for acquisitions are relatively limited there would appear to be a need for these Grants to continue.

The Australian Universities Commission in its 5th Report of May 1972 established the principle of using grants for equipment to enable libraries "to fill gaps in their holdings which limit scholarly activity." An amount of \$17,500 was allocated for this purpose during the year and directed towards purchase of back sets of journals and expensive items normally out of financial reach.

CATALOGUING DEPARTMENT

During 1972 the Cataloguing Department, without a senior administrator assumed full responsibility for the cataloguing of all monographs, and began increasingly to refer less to the Cataloguing Department of the University of New South Wales Library for assistance with serials.

In March, 1973 Mrs. R. Hunt was appointed Senior Librarian and designated Senior Cataloguer thus enabling administrative and policy initiating projects to become the responsibility much more of the Department itself. In turn there was a lessening of the immediate involvement of the Acquisitions Librarian in cataloguing matters. However, as a matter of policy a very close working relationship between the Acquisitions Department and the Cataloguing Department has been maintained.

There was some relief of staff inadequacies by new appointments at all levels and by release from part-time work in the Reader Services Department. However, a new position of Librarian was not filled until the end of July and an additional Library Assistant appointed in February served only to replace in monographs cataloguing part of the work load of the Senior Librarian and of the Library

Assistant whose time in 1973 was entirely taken up with cataloguing the sudden influx of new serials subscriptions and completing the serials takeover from Kensington. The appointment of an extra typist has enabled the Department only barely to hold its own in the absence of a card duplicating facility, particularly since one typist has been involved in a marked increase in time requirement for telex operation, and the other in a great deal of administrative typing.

Through the months of February to August, therefore, a quick calculation has shown that apart from an additional typist, staff available for cataloguing monographs, if minimal allowance is made for staff training time, was effectively less than in 1972. Only in September was the Senior Cataloguer able to spend the time necessary for an acceptable quality of administration and developmental implementation of routine tasks.

Internal procedures and developments include:

1. Precataloguing procedures known as FASTCAT were implemented to provide access to uncatalogued material, and after a pilot period, extensively revised and reissued, and a recall procedure was set up;
2. Shelf-listing identification principles were tightened considerably to further compatibility with computer systems input for both monographs and serials;
3. Work was finally begun, though minimally, on revision of filing rules in order to bring a degree of rationale into the filing of entries in the two public catalogues;
4. Preparatory work for initiating the practice of using the International Standard Bibliographic Description in all monographic cataloguing was completed, thus making a first major move towards standardisation of input into the two public catalogues;
5. Written communication was established on the subject of the applicability of PRECIS to a card catalogue, and the College Librarian kept informed of progress in this area;
6. Work proceeded on the descriptive cataloguing of non-book

materials. This is the last element of the Department's involvement in policies in this area, the initial principles for processing non-book materials having been considered the previous year.

Identification of such materials is in most instances by a type of running number;

7. Investigation continued on the most appropriate way of classifying law materials. Descriptive cataloguing of law materials was also a subject of concern. It was decided not to resume the general reclassification project begun quite substantially in the second half of 1972. In light of subsequent world-wide disquiet about the revised Mathematics schedule, the temporary halt seems advisable;

8. Smaller, but important, decisions were reached about methods of handling microform holdings additional to those in hard-copy, the processing of map surfaces, policies of monograph/serial treatment (involving liaison with academic staff in Metallurgy), control of procedures in connection with missing material and ISBN notation of all monographs where it was possible to establish it. The cataloguing of reprints was taken over from the Reader Services Department, and these entries integrated into the Author Catalogue. Further refining of overlapping accessions and cataloguing procedures took place and remains a continuing project;

9. Investigations were made into the profitability of investing in a cataloguing camera and an offset facility - this latter as a result of trial runs with FASTCAT cards towards the end of the year. The former involved correspondence with other university libraries.

READER SERVICES DEPARTMENT

Hours of opening

Hours were extended to include Friday night opening until 10.00 p.m. and Saturdays until 5.00 p.m. during sessions. The Library was open on some public holidays and during the August vacation kept to normal Session hours. There is particular sympathy with the part-time student who has less opportunity to use the Library but hours of opening are reflected in staff resources. During vacation Reader Services staff particularly take their normal leave and it has not been possible to remain open without severely affecting staff numbers during the day. In the long vacation "on demand" opening was offered to those academic and postgraduate users who requested it.

Circulation

This is a general comment only as statistics of use, including interlibrary loans and Closed Reserve borrowing, are elsewhere in this Report. There was an expected increase in general lending, very heavy use of the Closed Reserve which indicates clearly the inadequacy of the Library's collections and this same comment applies to interlibrary borrowing.

Reader Assistance and Reader Education

Programmes developed effectively during the year although it was not possible always to maintain staff at the Reference Desk. A campaign to introduce students to indexing and abstracting journals was undertaken successfully and was aided by the use of mobile displays. Another programme in catalogue use was not so successful.

Lectures were given to advanced students in Psychology, History and English. Bibliographies and guides to the literature were prepared in fourteen subjects to aid users in identifying background reference material.

During Orientation Week tours of the Library were available three times a day and were well attended. To promote Library

awareness special sign posted notices pointing out the value of Library use were placed at appropriate points throughout the Campus.

Fines

Fines for late return of books were introduced at the beginning of the First Session as follows:

- "
1. Overdue Books from Open Collection
 - 1.1 \$1.00 fine per book for books not returned by the due date.
 - 1.2 A second fine of \$1.00 per book if the book has still not been returned one week after the due date.
 - 1.3 Borrowers to be charged with the cost of replacing any book which is not returned.
 2. Late return of Books to Closed Reserve

\$1.00 fine for failure to return a book on time.
 3. Further Penalties

Students who have outstanding Library fines will have their examination results withheld until this debt is settled.
- "

2748 first fine notices and 242 second fine notices were sent out during the year. As the system was new to the Campus a fairly generous view was taken in the First Session and approximately 13% of fines were withdrawn following individual student representations.

Part-time assistance

Student labour was again used throughout the year to support a full time staff member at night and on Saturdays. This same labour was also used for short periods during the vacations for tidying and shelving of books. It appears to be worthwhile to employ students as the financial outlay is not yet too high but the time will come when it is better to add permanent full time staff members. For routine tasks, where the principal consideration for the Library is adequate performance and for the student financial sustenance, the present arrangements will continue, subject always to availability of funds.

Equipment

New equipment secured during the year included another Canon Universal Reader 300 accepting both microfilm and microfiche, a 3M 500 Microfilm Reader/Printer with microfiche attachment and a coin operated Minoltafax 4500 photocopier with reducing capacity. There would appear to be a strong need for a machine giving a more permanent copy such as a Xerox. An additional change machine (2x5c for 10c) was installed.

To operate Closed Reserve loans more effectively a Cincinnati Time Recorder was introduced enabling limits of three hours to be placed on use of material.

To improve user amenities an adding machine was purchased for use by students, a water cooler was installed on the Ground floor and a public telephone in the Cloakroom.

Accommodation of the collection

Although extra shelving was added on the ground and first floors it is evident that there will be a grave shortage of space in 1974, particularly on the second floor, housing most of the serials and advanced monographs.

Serial display was enhanced by purchase of a unit enabling effective access to new issues on adjustable shelving separated by clear plastic dividers. Over 1100 serials have been displayed in this way.

Security

A real problem exists in the inability to control theft of books or as some students have expressed it "illegal borrowing." Two instances occurred when heavy fines were levied for blatant attempts to steal books. The difficulties with the present building, which is not air-conditioned, have meant that windows are opened for ventilation thereby tempting the user. Exit checks have not been possible with present staff resources and it is almost impossible to enforce any meaningful methods of security. For the future there are plans to introduce the electronic security method known as Tattletape. It would be well worth the investment.

ARCHIVES UNIT

To date, the Archives collection has been housed in two separate locations: the basement of the Warrawong Regional Shopping Centre and the Library Annexe in the Administration Block. During the year negotiations proceeded with the Wollongong City Council for lease of the Kenny Street parking station basement, and occupancy was expected to become effective as from 30th January, 1974. The work of the Unit has been carried out by a full time Archives Officer, Mrs. B. Irving, who commenced in October, assisted by three part-time assistants.

The new location is 3500 square feet, with a concrete floor, brick walls, adequate drainage and ventilation, external doors and driveway access. Certain improvements such as the installation of improved lighting, of power points and of a sink unit, as well as the construction of a masonite partition along the west wall of the area are necessary to make the basement an adequate work and storage area.

In the Kenny Street location, the collection will be kept in corrugated fibreboard boxes with internal dimensions of 362mm x 111mm x 273mm. These boxes will provide more adequate protection against dust and will prove more suitable containers for the majority of the records. Rolled edge adjustable steel shelving to house the collection has been ordered in the following quantities:

411' of 7'3" high x 15" wide (5 shelves)

207' of 3'3" high x 15" wide (3 shelves)

The new location will make it possible to house all the Archival collection in one repository, thus simplifying the work of organising, classifying, indexing and (if necessary) microfilming the collection. In addition, use of the collection by responsible scholars and attention to their needs will be greatly facilitated. Conditions of access to the various collections are being clarified and a policy statement about access to and use of the Archives has been prepared.

The Archival collection consists principally of nineteen deposits containing manuscript records and/or printed matter.

The major deposits are as follows:

Australian Iron and Steel Pty. Ltd. Collieries: Pay sheets and time sheets (1930 - 1964).

Australian Labor Party: Hughes Federal Electorate Council: Records (1954+).

Miners' Federation, Southern Division: Records (1901 - 1958).

Chamber of Manufacturers of N.S.W.: Correspondence and Information Files (1925 - 1968).

Shellharbour Municipal Council: Records (1888 - 1968).

Wollongong City Council: Records (1860 - 1972).

Wollongong Hospital: Records (1950 - 1965).

Preliminary inventories have been prepared for all the manuscript/printed matter deposits. The Archival collection also contains four microfilm deposits and one deposit consisting of the photographic negatives from the Illawarra Mercury, 1963+

Negotiations are currently in progress to obtain the records of one local business company. Contacts have been established which should result in further deposits from organisations and individuals; other contacts are being actively pursued. The purchase of a cassette tape recorder has made it possible to commence the task of seeking out potential interviewees, with the aim of establishing an oral history collection.

The task of creating a collection of Wollongong University College records has been begun with surveys and preliminary listings of the holdings of the Administration, Student Records and the History Department. It is proposed to expand this collection so that it is representative of all aspects and facets of the University's life. The sheer quantity of this collection will, however, necessitate the establishment and implementation of a carefully worked-out records disposal policy.

STATISTICS
ACQUISITIONS DEPARTMENT

Serials

During the year orders were placed for 525 titles (197 new subscriptions for 1973, 54 renewals of existing subscriptions which had not been renewed by Kensington and 274 new subscriptions to commence in 1974). In 1973 146 new titles commenced to arrive. Requests for 113 gratis periodicals were made and 50 requests were sent to place the Library on mailing lists for titles which had previously been received, but had lapsed. In the same period 87 gratis titles began to arrive.

Monographs

In 1973, 137 purchase orders were placed, whilst in the same time monograph accessions were 4,092 by purchase and 305 by donation. Resulting from reports sent by library suppliers 381 items were cancelled at a value of \$3,197.10.

Audio Visual and Non Book Materials

During the year the following material was accessioned: 7 phono records, 41 sound tapes and cassettes, 14 sets of slides, 3 reels of film, 187 reels of Straits Times Settlements Records, 302 reels of Sydney Morning Herald and 87 reels of other publications in microfilm form. Apart from this 2 titles on microfiche (6 sheets), 2 titles on ultrafiche (11 sheets), 1 title on microcard (1,000 sheets) and 40 Film strips were accessioned. It has been estimated that the length of microfilm held is 11,520 metres.

Collection maintenance

In 1973, 2,517 volumes of serials and 2,662 monographs were sent to binding, 2,492 bound volumes of serials were received from the binders, 448 bound volumes of serials were received through purchase and 823 bound volumes of serials were received through donations and accessioned.

CATALOGUING DEPARTMENT

Figures for the year are below:

	1973
<u>Monographs</u>	
New	1,165
Add-ons	562
Amended	31
Transfers	<u>59</u>
	1,817

<u>Serials</u>	
New	489
2nd copies	3
Title, holdings changes	610
Transfers	1
Analyticals	6
Withdrawals	<u>24</u>
	1,133

<u>Pamphlets, etc.</u>	
New	10

<u>Reprints</u>	
New	154
Add-ons	10

<u>FASTCAT</u>	
New	2,517

<u>Subject Headings</u>	
New	122

Fully processed items shelf-listed, 1973

New	2690	+ <u>FASTCAT</u> and <u>reprints</u> as above
Amended	<u>1913</u>	
	4603	

1972 total items shelf-listed: 3,063
1973 total items shelf-listed: 7,284

The Fastcat system or precataloguing procedure was introduced later in the year to put uncatalogued monographs into immediate use. It has been a stopgap measure to deal with an increasing monograph backlog which can only be alleviated by an improvement in staff levels for cataloguing monographs fully. A serials backlog was avoided by the unremitting efforts of the Library Assistant working full time on serials but only minimal time could be spent on donated materials.

No figure has been extrapolated for collection maintenance which has not been possible but considerable housekeeping is indicated in the total items shelf-listed. Most of these items passed through the hands of only the shelf-lister and typists.

READER SERVICES DEPARTMENT

Increased use of the Library is shown in circulation figures given below. Interlibrary lending also increased and additional staff commitment will need to be made in 1974. For the first time figures are available of Closed Reserve use and these reflect the low resources in the necessary need to collect together limited material for essential reading, by way of text and reference books and essay sources, particularly reprints of serial articles.

Circulation

	<u>Staff</u>	<u>Students</u>	<u>Serials</u>	<u>Total</u>
1972	4499	27284	2266	34049
1973	4369 (2% decrease)	34086 (20% increase)	2029 (6% decrease)	40484 (almost 19% increase)

Note: The figure for staff loans included postgraduate loans in 1972 but these are now included with student loans for 1973 and will be given separately in 1974.

Interlibrary loans

	1972	1973	No. of requests
Supplied to other libraries	435	469 (7.8% increase)	581
Supplied by other libraries	1267	1619 (almost 27% increase)	2038
	<u>1702</u>	<u>2088</u> (22% increase)	<u>2619</u>

Closed Reserve

As noted above figures for issues were taken out for the first time and totalled 32,884 for the year. The effort involved in putting material into and out of the Reserve is quite considerable and future plans envisage an open Reserve with students selecting items before charging them out. This will reduce the "fetch and carry" component of the service.

OTHER ACTIVITIES

College Committees

To maintain effective liaison with Departments and Divisions Mr. J. Hazell, Mr. J. Lorenc and Miss D.R. Dowe shared attendance at Divisional meetings throughout the year and all senior staff attended Library Committee meetings as observers. Mr. Lorenc was a member of the College's Computer Committee and, with the College Librarian, a member of the Resources Sub-Committee of the Library Committee.

Resources

Regular meetings of the New South Wales Regional Committee of the Australian Advisory Council on Bibliographical Services were attended by the College Librarian who convened a Sub-Committee on Interlibrary Lending. Mr. Lorenc, Acquisitions Librarian, represented the Library on the Regional Committee's Sub-Committee on Retrospective Collecting.

Library Association of Australia

Elsewhere in this Report reference is made to difficulties in securing training in librarianship and approaches to the Library Association of Australia for assistance. As the Association is the primary professional body it is natural that its activities provide awareness of new developments and in February the College Librarian attended the Association's Special Libraries Section Seminar on "On-line libraries - implications for Australia" in Canberra.

In May, in an endeavour to stimulate local interest in professional activities, the South Coast Regional Group of the Library Association of Australia was revived after a lapse of five years. Mr. J. Hazell, College Librarian, and Miss D.R. Dowe, Reference Librarian, were elected President and Secretary/Treasurer respectively. Mr. S. O'Connor was a member of the executive Committee.

Mr. J. Lorenc, Acquisitions Librarian, was an ex-officio

member of the Committee of the New South Wales Division of the Association's Special Libraries Section and acted as convenor of the Section's Constitution Sub-Committee. Mrs. R. Hunt, Senior Cataloguer, spoke at a meeting of the Law Librarians Group in Sydney concerning her August visit with Elizabeth Moys, author of the Moys Classification Scheme for Law.

Again in May the College Librarian presented a paper to the Association's Seminar on Standards for Service, organized by the University and College Libraries Section, at Monash University. In the same month he spoke on the same subject to the New England Regional Group at Armidale. Both occasions provided opportunities to inspect Monash and New England University Libraries.

From May to September a video tape course of the University of New South Wales on "Today's Librarian" was held at the College with 64 enrollees. Two University Librarians spoke at Group meetings - those being Miss Jean Waller, Acting Librarian of the Australian National University and Mr. Smith Richardson, Librarian of the University of New England. Both inspected the College Library during their visits.

In August Mr. Hazell and Miss Dowe attended the 17th Biennial Conference of the Association in Perth where Mr. Hazell read a paper. Several libraries were inspected during the Conference period.

Visits and Visitors

Apart from those mentioned previously other visitors during the year included Mr. R.L. Cope, Miss T. Thomas and Mr. J. Bennett. Mr. J. Balnaves of the Canberra College of Advanced Education visited in December in connection with PRECIS research.

Local visits took place to Macquarie University in connection with its audio-visual material. Mrs. Hunt represented the Library at a Round Table Conference on National Bibliography in October, held at the University of New South Wales.

During leave overseas, Miss Dowe and Mrs. Hunt visited several institutions and met various personnel. Both visited the College of Librarianship at Aberystwyth in Wales at different times. Mrs. Hunt visited the University of London and the offices of the British National Bibliography in January. In August she undertook an abbreviated course in PRECIS II at the British National Bibliography, visited Miss Elizabeth Moys of the Goldsmith's College, London, the Oriental Manuscripts and Restoration of Printed Materials Sections of the British Museum, the Universities of East Anglia and Sussex and the School of Librarianship at the Polytechnic of North London.

Miss Dowe visited the National Library of Wales, the Belgium National Library and the Catholic University of Leuvain, Belgium. In Australia her other inspections and visits included the Libraries of Monash and La Trobe Universities, the Swinburne College of Technology, the Royal Melbourne Institute of Technology, the Canberra College of Advanced Education, the Canberra Public Library Service, the National Library of Australia, the Australian National University and the Darling Downs Institute of Advanced Education.

PUBLICATIONS

There is reference elsewhere in this Report to guides to the literature produced by the Reader Services Department which also produced a Library Guide for 1973.

In sequence, professional papers by the College Librarian, Mr. J. Hazell, were prepared and/or published as follows:

The present situation on library standards in Australia:
A paper presented at the U.C.L.S. Seminar on Standards for Service, Monash University, May 1973. (University of New South Wales Library. Staff Paper No. 6).

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