

WOLLONGONG UNIVERSITY COLLEGE LIBRARY



**ANNUAL
REPORT**

1972

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LIBRARY COMMITTEE 1972

Professor P. Elkin	Department of English (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
Miss D. Jones	Department of English
Professor A. Keane	Department of Mathematics

LIBRARY STAFF AS AT 31st DECEMBER, 1972

Senior Librarians

Mr. J. Hazell, BA, ALAA - College Librarian
Mr. J. Lorenc, BSc, ALAA - Acquisitions Librarian
Miss R. Dowe, BA, DipLib, ALAA - Reference Librarian

Librarians

Mrs. R. Hunt, BA, DipEd, DipLib
Mrs. C. Hick, BA, DipLib

Library Assistants

Mrs. L. Christie, BA
Miss M. Hamilton, BA
Mrs. J. Joukador, BA, DipEd
Miss J. Ryall, ALAA
Mrs. E. Stinson, BA

Stenographer

Mrs. C. Morphett (Secretary to College Librarian)

Typist/Office Assistant

Mrs. P. Morris

Office Assistants

Miss E. Fairbairn

Mrs. J. Jones

Miss V. Stacey

Mrs. L. Webb

RESIGNATIONS DURING 1972

Miss J. Thomas

Librarian

Mrs. M. Irwin

Office Assistant

Mr. D. Ryles

Librarian

BUILDINGS AND SERVICE POINTS

The Library provides service for users in Stage I of a four Stage building. The first Stage was opened for use in January 1972 and provided a welcome relief from previously overcrowded circumstances.

The previous site for the Library in the Administration Block has been given over entirely to processing and contains the Acquisitions and Cataloguing Departments. Because of the distance between these two Departments and Stage I there is a constant need for communication by telephone and for receipt and despatch of material. This difficulty will be removed with the building of Stage II of the Library, anticipated for 1974 completion.

Some Library material is held in the basement of the Warrawong Regional Shopping Centre. The area is used principally for initial sorting of material received by donation and includes monographs, serials, pamphlets, archives and government publications. The site was subject to flooding in October, 1972 and some equipment and material was destroyed. It was a lengthy process to dry out a considerable amount of records and printed materials. While the College is grateful for the minimal costs involved in renting the area there is an obvious need for more satisfactory circumstances nearer the College, where sorting and identification of material can be done.

The present Stage I provides 280 seats for readers and houses approximately 75,000 volumes. There is space for 100,000 volumes but this can be achieved only at the expense of displacing some reader space. By the end of 1973 space needs will be critical for both users and collection.

STAFF

Two senior positions were approved during the year - College Librarian and Senior Librarian (Cataloguing). Mr. J. Hazell, previously Deputy University Librarian at the University of New South Wales, commenced duty as College Librarian on 1st March, 1972. The cataloguing position was not filled.

Other appointments during the year include Mr. D. Ryles (Librarian), Mrs. C. Hick (Librarian) (vice Mr. Ryles), Mrs. J. Joukador (Library Assistant), Mrs. C. Morphett (Secretary to College Librarian) and Miss E. Fairbairn (Office Assistant).

Two meetings of all staff were held in July and December. These proved useful in identifying some unexpected problems and in developing staff confidence in a free exchange of ideas.

It is appropriate to report that filling of professional appointments is aggravated by lack of training facilities in Wollongong. There is little possibility that the Diploma in Librarianship of the University of New South Wales will be taught as a course at this College or that the Certificate in Librarianship of the Sydney Technical College will be taught at the Wollongong Technical College. As the Library community develops in the Wollongong region it will become imperative for training to be available locally. Until there is this facility staff recruitment will continue to be affected.

DEPARTMENTS OF THE LIBRARY
READER SERVICES DEPARTMENT

Reader assistance and reader education

A document concerning the development of reader assistance and reader education was sent to departments in November. Proposals envisage a greater use of Library staff and resources in developing skills in the use of the literature of the various disciplines represented in the collection.

Student assistance

It was possible to employ student labour for 10 hours each week during Second Session. Students were rostered at night on circulation duties and reshelving. This enabled a permanent staff member to carry out normal duties during the day and assisted materially in being able to cope with the day to day demand.

Equipment

New equipment secured during the year included a Canon Universal Reader 300 and a Microbox MLK III, both machines accepting microfilm and microfiche. Both machines have enhanced Library viewing facilities considerably. With the availability of material only in microform it is essential that quality equipment is available.

Three Savin 220 photocopying machines and an electrically operated change machine were installed during the year. One photocopying machine is token-operated and is committed for staff use. Two photocopying machines operate on use of a 5 cent coin.

Hours

Hours of opening on Saturday were extended from 1.00 p.m. to 5.00 p.m. towards the end of Second Session during the examination period. Because of insufficient staff members it was not possible to maintain Friday night opening after 5.00 p.m.

Suggestions

Students reacted favourably to an invitation to make suggestions about service and facilities and these are displayed with answers on a notice board at the entrance. There were 78 suggestions during the year and as might have been expected these concerned use of the Library and its facilities. Matters of major concern were problems of noise, hours of opening, loan periods and lack of some facilities such as a public telephone and a drinking fountain. Appropriate action is taken where practicable.

Action has been taken to provide English language dictionaries on two floors, a calculating machine for student use and to meet many requests for purchase of items not held in the collection. Altogether the suggestions facility has proved a valuable feedback on student needs.

Library cards

Students at the College are issued with Wollongong University College Union cards which are used when borrowing from the Library. Separate Library cards are issued on request to all staff, both academic and administrative, where varying loan periods apply. These are colour-identifiable.

Assistance from Technical Services

Because of insufficient staff numbers to maintain rostered shifts it was necessary to use some staff from both the Acquisitions and Cataloguing Departments on a regular basis throughout the year. In the final analysis service to users is paramount and while only minimal service was possible readers were not gravely inconvenienced. As a consequence work output suffered in the two Departments mentioned.

If staff increases and part-time student assistance needs are realized in 1973 it will not be necessary to use staff from outside the Reader Services Department to fill rosters at night and on Saturdays.

ACQUISITIONS DEPARTMENT

General

The Department was severely handicapped by shortage of staff which was aggravated by numerous large donations to the Library by John Lysaght Australia Ltd., the Reserve Bank and Macquarie University, as well as by local citizens and staff and students of the Wollongong University College.

However, again after somewhat delayed approval for over-commitment, the allocation of \$85,000 was fully expended for the second year in succession. Preparation commenced on the transfer of serials records from Kensington in anticipation of direct ordering of serials in 1973.

Accommodation

Accommodation was severely taxed in the archives section with the transfer of material from the Warrawong repository which was flooded in October, 1972. It is of interest that the first transfer of true archives was made to the Library Annexe in March, 1972, consisting of 363 linear feet. Additional material is still maintained at Warrawong, which has been used as a storage centre and is staffed by part-time labour.

CATALOGUING DEPARTMENT

Backlog

In 1972 the Department operated with one Librarian, one Library Assistant, one Office Assistant who acted as shelf lister, and one typist. Partly because of this skeleton staffing and partly as the result of increased efficiency in Acquisitions processes, the cataloguing backlog slowly but relentlessly increased. A preliminary survey was made of methods of speeding up cataloguing, particularly of monographs. At the end of the year over 4,500 monographs were uncatalogued.

Serials

As well as cataloguing monographs, the Department gradually undertook almost completely the cataloguing of new serial titles, although the transfer from Kensington had not been completed.

Authority Files

The setting up of subject headings for the Subject Heading File and author authority entries for the Author Authority File was taken over by Wollongong completely from the beginning of February, 1972. In addition, after confirmatory discussion with the Head Cataloguer at Kensington, revision of procedures in the setting up of subject headings was established. There has been little retrospective edition of the Subject and Author Authority Files, but all new entries are established in such a way as to enable a complete reference structure to be visible at each point of entry.

Classification

With the arrival of the 18th edition of the Dewey Decimal Classification scheme in April, a full survey was made of the implications of its implementation. The decision was reached to adopt it in its entirety. The reclassification project was begun, with an estimated duration of fifteen months.

Particular attention has been given to analysis of the new Law schedules in the 18th edition, as this creates special problems in terms of the Australian collection of Statutes. This analysis is not yet complete and is being pursued in 1973 in co-operation with the Law Librarians Group of the Library Association of Australia, N.S.W. Branch.

TECHNICAL SERVICES PROJECTS

The following projects were undertaken during 1972. Some were completed, others are still in progress:

1. A decision has been reached and policy implemented to bring accession cards into conformity with the main entry in the Catalogue. By necessity only new material is treated this way, but retrospective adjustments are gradually made when editing accessions prior to 12th April, 1972.
2. Concise and detailed work commenced on processing special materials which are held or could be held by the Library. The approach was to establish a uniform system for the whole collection which would facilitate later incorporation should records be automated. A system of prefixes has been finalised, as well as basic definitions of special materials.

Agreement has been reached also on the use of running numbers instead of detailed classification for some types of material and the work is still in progress. For example, details of descriptive cataloguing and the acquisitions policy for each type of special material are yet to be determined.

3. Preliminary investigations were carried out concerning the application of computer to acquisitions and cataloguing procedures when the possibility of the purchase of a computer seemed imminent.

STATISTICS

Reader Services Department

Increased use of the Library is shown in figures for circulation, including inter-library lending. It is not surprising that increases coincided with the provision of Stage I of a separate building. Users were able to access the collection more readily and obviously found circumstances more congenial for reading.

It is likely that the reduction in loans to staff over 1971 reflected the improved circumstances for reading with less reason to borrow. One is loath to propose other reasons. While a reduced loan period for undergraduate borrowing could have been one factor in the large increase in student borrowing it is quite clear that students were motivated to use the Library because of the new facilities.

Inter-library lending, especially by way of loans from other libraries, reflects not only a continuing upward trend but the low state of the collection for academic, higher degree and postgraduate users. The heavy reliance on borrowing from outside the Library points towards the need to improve resources, particularly for research.

	<u>Circulation</u>			
	<u>Staff</u>	<u>Students</u>	<u>Serials</u>	<u>Total</u>
1971	5450	20,279	2138	27,867
1972	4499 (17% decrease)	27,284 (34% increase)	2266 (5% increase)	34,049 (22% increase)

For the Closed Reserve no figures of issues are available. This figure will be kept in 1973.

<u>Inter-library lending</u>	<u>1971</u>	<u>1972</u>	
Supplied to other libraries	439	435	(0.9% decrease)
Supplied by other libraries	610	1267	(107% increase)
Total	1049	1702	(62% increase)

Acquisitions Department

Figures for total volumes in the collection are built on a physical count figure determined in October 1972 as a joint venture with the Reader Services Department. Previous estimates of holdings had been unreliable. The count established that bound accessioned material totalled 67,712 volumes (48,440 monographs; 19,272 serials) and with a total of 69,721 at 31st December, 1972 there was a healthy increase of 2,009 volumes in the last three months of the year.

The count showed also a figure of 4,840 unbound serial volumes indicating the need for a more comprehensive binding programme. Unbound volumes of serials are not counted until bound.

The physical size of collections is important in determining accommodation requirements as growth takes place and assists in determining maintenance staff needs as well. At the same time a qualitative attitude must be exercised to be sure that only relevant material is being added, especially from donations. At this point in the development of the College Library it is probably true that only a portion of teaching needs are being met and that research has as yet little real support.

Monographs received from Kensington (old orders)	1091
Monographs received from suppliers (against Wollongong orders)	3510
Audio visual material received	(2 loops (3 tapes
Monographs accessioned	4082
Monographs donations	1015
* Serial Volumes donated	360
Purchase orders placed	167
Number of volumes covered by Purchase Orders	3891

Binding of serials		1390
Binding of monographs		819
Total number of volumes at 31st December, 1972		69,721
Monographs	49,412	
Serials	20,309	

* From 6.10.72 only.

Cataloguing Department

Despite inadequate staff numbers output was quite creditable in 1972.
Figures are below.

Monographs Catalogued:

New titles	1120
Additional copies or new editions	530
Recataloguing	23
Transfer from Serials to Monographs	71
Reclassification	721

Serials Catalogued:

New titles	335
Title changes	136
Analytical entries	87
Transfers from Monographs to Serials	1
Serial title withdrawals	1

New Subject Headings: 239

Items Shelflisted: 3063

OTHER ACTIVITIES

Resources

The College Librarian, Mr. J. Hazell, attended meetings of the N.S.W. Regional Committee of the Australian Advisory Council on Bibliographical Services and was made a member of the Committee in April 1972. The Committee's work is directed towards developing and rationalizing library resources within the state. As a consequence a programme has begun, not only to develop overall resources, but also to collect material published in or about the Illawarra region. For some time useful donations have been made by individuals and other libraries. Another aspect of the Committee's work has been to develop a standardized inter-library loan form.

Seminars

The Acquisitions Librarian, Mr. J. Lorenc, attended the CANACQ '72 Seminar held in Canberra in May 1972 and organized by the University and College Libraries Section of the Library Association of Australia. This was a useful opportunity for contact with senior acquisitions personnel from the larger Australian libraries.

The College Librarian attended a Seminar on "Introduction to Library Automation" in September 1972. The impending purchase of a computer on campus necessitates forward planning of Library needs for automated procedures.

Visits

The College Librarian visited both Macquarie University Library and the University of Newcastle Library during the year. It was possible to have discussions with senior staff of both institutions. Liaison of this kind has proved beneficial in many ways but particularly in developing the collection.

Whilst overseas in August, 1972 Miss R. Dowe (Reference Librarian) attended the International Symposium on Documentation of the United Nations and other International Organizations. This was a rare opportunity for a senior staff member to observe U.N. proceedings and to effect useful liaison with other librarians.

There were visits to the Library by the Chief Information Officers of Broken Hill Pty. Ltd. and John Lysaght Australia Limited. These are of interest as the disposal of material by the libraries of these two large companies was discussed and as a consequence there have been subsequent valuable donations to the College collection. In addition there were visits to Kensington by Wollongong staff and a reciprocal visit was made by the Head Cataloguer of the University of New South Wales and his Deputy in May, 1972.

During an overseas visit in December, 1972 (and January, 1973) Mrs. R. Hunt, Librarian (Cataloguing) made contact with members of the profession at the University of London, University of East Anglia, College of Librarianship Wales, and the office of the British National Bibliography. A report of these visits has since been submitted to the College Librarian. Contacts established are being continued by correspondence on matters of concern to the Wollongong University College, particularly those concerning bibliographic control of special materials and subject indexing.

PUBLICATIONS

At the beginning of the First Session in March a small pamphlet was produced entitled "Outline of Borrowing Conditions 1972". Considerable use was made of lists of reference books in the University of New South Wales Library. Locally produced publications with more information are planned for 1973.

A paper by the College Librarian, Mr. J. Hazell, entitled "Industrial Unions for Industrious Librarians" appeared in the Proceedings of the 16th Biennial Conference of the Library Association of Australia held in August, 1971.