UNIVERSITY OF WOLLONGONG LIBRARY

ANNUAL REPORT

1987

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INTRODUCTION

Almost every Library activity in 1987 was dominated by the building programme associated with the construction of stage 3 of the Library. Despite the inevitable disturbances caused by the project, services continued to be maintained due to the close cooperation of Library and building staff. By December, construction appeared to be on schedule and the deprivations suffered during the year began to recede into folklore.

Every effort was made to ensure that building activities which would create inordinate noise or dust, were accomplished at times which would cause the least amount of inconvenience. Despite careful planning, some schedules got out of kelter. The subsequent delays resulted in some Library staff moving several times from one makeshift office to another.

By the end of the year, it was apparent that the new building and the renovations to the foyer would have lasting benefits which outweighed a short period of discomfort. The new areas allocated to the Reserve collection and photocopying were quickly utilized and proved effective. Administrative and Technical Services staff moved into their new office space before it was completed so that renovation of the ground floor could progress.

Whilst the building had a pervasive and important impact on Library activities, it was not the only achievement for the year. Appointments to the new positions of Loans Librarian and Serials Librarian finalised phase one of the management restructure. Due to funding limitations, it will take some time to develop a structure which will provide the management resources necessary to operate a Library service which can keep pace with the growth of the University.

Considerable attention was given to staff development as a means of deriving optimum benefit from the excellent staff resources already available. As a result of strategic planning activities, senior staff identified several management skills with which they required assistance. A development programme was conducted during the second half of the year with assistance from the Personnel Services Branch and the Equal Employment Opportunity Unit.

Throughout the year, staff development opportunities were offered to other staff. Almost eighty per cent of Library staff took part in a staff development activity. Whilst some of the participation involved attendance at library conferences and seminars, many were activities on general subjects organised by the Library or the University.

Although the book vote was not as generous as could be desired, best use was made of the funds available. Careful selection of monograph items was necessary. This was achieved by ensuring that all requests for purchase were submitted in priority order. No serial subscriptions were cancelled but once again it was not possible to acquire new titles despite the obvious need to support new research areas. Some assistance for new courses and staff was possible through the Monographs Initiatives Fund.

The completion of the building extension in 1988 will enable more attention to be directed to the evaluation and improvement of services. Further consolidation of the management structure and increased staff development activity will provide an excellent basis for providing a level of services attuned to the needs of the University.

John Shipp
University Librarian

TECHNICAL & CIRCULATION SERVICES

The Technical and Circulation Services Division is responsible for acquiring, organizing and circulating library materials. The Division aims to provide an increasingly effective service in these areas by continuing to improve the accuracy and currency of the data base and by improving physical, as well as bibliographical, access to the Library's collections. This is achieved by ensuring optimum allocation and expenditure of the book vote and by improving the performance of Divisional staff.

General Summary.
The Division enjoyed a year of considerable change in most areas of activity. The impact of the automated circulation system was felt throughout the Division and provided an opportunity to re-assess and, where necessary, change or modify existing procedures. At the same time, alterations to the foyer occurred as part of the reorganisation of space made possible by the extension to the Library building. It was also possible to relocate the Technical Services staff to the second floor of the new building.

Planning and implementing these changes consumed a great deal of staff time and effort. However, the time devoted to planning was justified as the disruption to normal routines was minimal, with the exception of cataloguing which experienced a decrease in output, due to these and other circumstances.

Appointments to the positions of Serials Librarian, Loans Librarian and Acquisitions Librarian provided a much needed input of supervisory staff with the expertise to manage the increasingly specialized and automated services of the Division. Fortnightly planning and problem solving meetings were instituted in April. The Divisional Head, Felicity McGregor, was Acting University Librarian for a five week period from January 19 to February 20 and during this time managed the last stages of the implementation of the PALS Circulation and OPAC modules including the training of relevant staff in the new routines.

A more flexible approach to work allocations which broadened the skills of most Divisional staff was introduced in 1986. This paid dividends during the introduction of the automated library system as staff were needed to assist in both Circulation and Information Services during the early stages of operation. Divisional staff continued to participate enthusiastically in staff development activities.

Highlights

The increasing complexity of the services provided by the Technical & Circulation Services Division was reflected in three appointments at Senior Librarian level. Serials, previously a sub-section of the Acquisitions Department, was established as a separate department. In March, Neil Cairns commenced duty as Serials Librarian. At the same time the newly created position of Loans Librarian was filled by Neil Grant. Jenny Ross who had been Acting Acquisitions Librarian was appointed to the post in January. These appointments greatly facilitated the management of the Technical & Circulation Services Division and permitted an increased emphasis on planning, supervision and improvement in the services offered.

Loans Department services were expanded significantly by the implementation of the PALS circulation module. Although some unavoidable problems occurred during the introduction of the automated system, both circulation and the online catalogue were installed and operational on the scheduled date - February 23rd - the first day of the academic year. The system does not yet provide all the functions desired by the Library. Whilst the Reserve Collection still operates manually, the cessation of manual procedures such as the completion and filing of loan cards has been of enormous benefit to staff and users alike. The introduction of fines in session II was not a popular innovation but it has proved an effective deterrent for `delinquent borrowers' and has assisted to ensure that our small but heavily used collection is available to as many readers as possible.

Control of the serials section of the book vote was dramatically improved by the development of a PC based serials subsystem. This system is able to generate information on subscription costs and the various listings required by the progressive transfer of responsibility for serials allocations from the Library to the Faculties.

The extension to the building created an opportunity to move the Acquisitions, Serials and Cataloguing staff from a somewhat inhospitable and inconvenient location on the ground floor to a new area on the second floor. The new area was especially designed to incorporate the functions and workflow of these departments. Staff were moved to the new area in December with minimum disruption to work and, although the area had not been refurnished, the improvement in working conditions was appreciated.

Felicity McGregor
Technical & Circulation Services Librarian

ACQUISITIONS

The Acquisitions Department is responsible for the ordering and receipt of monographs and non-book materials. The Department ensures that the collection is responsive to user needs and that the monograph book vote is spent with the maximum cost effectiveness.

Highlights
Jenny Ross was appointed Acquisitions Librarian in January 1987. Prior to her appointment, Jenny had been Acting Acquisitions Librarian since April 1985.

A major donation to the Library in 1987 was $3000 from the Graduates Group of the Friends of the University of Wollongong for the purchase of books on mining engineering and management. The local companies which contributed to this donation were BHP Steel International, City Coast Credit Union, IMB Building Society, Adminco Management, Bellambi Coal Co., Kembla Coal and Coke, BHP Collieries, and Robertson Research.

Activities
Due to the increased pressure for serial funds, the monograph book vote for 1987 was slightly less than for 1986. This necessitated even more selective purchasing than in previous years. However, an allocation of $55,000 was provided from the book vote for initiatives, and this was spent on new subjects and courses. Thus, although monograph and non-book purchases for established courses were restricted, the library collection was broadened to cover new areas.

Two meetings of the Library Liaison Officers were held during the year. The aim of the meetings was to improve communication between Library staff and academic staff, and to provide a forum for discussion on such matters as faculty allocations for serials and monograph initiatives submissions.

When the PALS OPAC System was introduced in Februarythere was increased demand for a reader education programme on the use of the new system. Two members of the Acquisitions staff assisted with this programme.

Visits were received from representatives of the following major suppliers: Baker and Taylor, Bennetts, Blackwells (Australia), DA Books, Everetts, Nijhoff and University Microfilms.

Jenny Ross
Acquisitions Librarian

CATALOGUING

The Cataloguing Department continued to meet its objectives of processing all newly acquired material as quickly as possible.

Highlights

Two main backlogs were eliminated during the year. The first was a section of the general collection in the 900s Dewey Classification. Some 1,041 monographs, which were not part of the automated data base, were recatalogued. As a result, all monographs in the general collection of the Library have been included in PALS - the Library's automated data base. The second major achievement was the completion of serials retrocataloguing with 2,139 titles being catalogued during 1987. All of the Library's serial titles can be accessed through the online catalogue. This will assist in the implementation of the automated serials system.

Two other small collections were also recatalogued. The Library office collection, comprising essential reference and bibliographical tools used by Library staff, and the newspaper collection were included in the data base. At the end of the year, the only items not on the data base were parts of the Reference collection, music and various sequences of non-book material. It is expected that all of these items will be recatalogued by the middle of 1989.

In November, the Library was designated a `Full Review Centre' for all forms of cataloguing entered into the Australian Bibliographical Network. This recognised the consistent quality of cataloguing undertaken at the University.

Activities

During the year, there was a substantial movement of staff in the department. Throughout the year, one cataloguing librarian was on job rotation with the Faculty of Education. One library assistant returned in July after maternity leave, and the library assistant responsible for non-book cataloguing resigned in September. As the amount of original cataloguing has decreased due to the use of the Australian Bibliographical Network, it was possible to allocate non-book cataloguing to the monographs cataloguer. A decline in the acquisition of new monographs assisted in this re-allocation of staff resources.

Despite a decrease of 35% in the number of items catalogued compared with 1986, the cataloguing output in 1987 was creditable given the staff resources available and the variety of cataloguing undertaken. A total of 12,904 items were catalogued of which 1,534 titles were given original cataloguing.

The Australian Bibliographic Network supplied over 80% of the data needed for serials recataloguing. This represented a considerable saving in staff time as serial cataloguing can involve complex bibliographical problems. The number of serial titles for which copy cataloguing information was not available totalled 150 compared to 83 in 1986. The supply of cataloguing details from ABN for non-book material, especially for music, was not as good. About 80% of non-book material, 733 titles, had to be given original cataloguing.

Special effort was made to delete the backlog of original cataloguing information which had to be entered into the national data base. Two part-time keyboard operators and two members of staff from the Circulation Department helped to key in the data. The backlog was reduced to 1,611 records from about 4,000. As a matter of priority, interim records are always keyed into ABN as soon as an item has been catalogued. This ensures some access to items through the PALS catalogue.

The full record needs to be entered, however, before subject access is possible. All original catalogue records added to ABN are reviewed by professional cataloguers to ensure high quality records. Although reviewing of records is time-consuming, the benefits provided are substantial in the form the improved quality of both the local and the national data bases. To encourage reviewing, the Australian National Bibliography pays libraries for each record reviewed. The credit earned helps to off set the other costs associated with participation in the national data base. The backlog of reviewing original catalogued records was reduced to 1,259 from about 2,552.

Traditicnally, libraries provided access to their collections through card catalogues. Due to the use of automated cataloguing systems, the University Library discontinued its card catalogue in 1978 and produced a microfiche catalogue. A rudimentary online index to the catalogue was also available.

With the implementation of the PALS system, the entire
catalogued collection became accessible through
terminals located in the Library foyer. Terminals in
other buildings on the University campus were able to
access the catalogue through the UNIVAC mainframe.
Consequent, there was no further need to produce the
microfiche catalogue.

The application of PALS software for borrowing library
materials removed one of the manual procedures in
Cataloguing. There was no longer a need to type
book-blocks showing details such as author, title and
call number for each monograph. This information was
necessary when the manual circulation system was in use
but was superfluous when the automated circulation
system became operational. The time saved from this
manual procedure was, however, diverted to new tasks
created by the automated systems.

During first session, two cataloguing staff members
were rostered to training students to use the online
catalogue. Staff were involved in this training for
12-15 hours each per week for 8 weeks.

Julia Trainor, Chief Librarian, ABN Bibliographic
Control, visited the Department on September 4. Ms.
Trainor gave a talk to the Cataloguing staff on search
strategies, record hierarchy and the latest
developments of the Australian Bibliographic Network.

Sharat Arora
Chief Cataloguer

SERIALS

The Serials Department was created as a separate functional unit of the Technical & Circulation Services Division during 1986. The Department is responsible for ordering and processing serials, maintaining the collection, appropriate record-keeping and maintaining the Government Publications collection.

Highlights

Neil Cairns was appointed to the position of Serials Librarian in January and commenced duty in March. Prior to his appointment, he was employed at the Wollongong City Library.

During 1987 an automated funds control system for serials subscriptions was introduced. Using database applications software, a consultant developed a system to library specifications. It has streamlined the processing of invoices and enables rapid access to serial records. The software is particularly useful for the provision of reports in a wide variety of formats.

The system records all serials subscription payments and attributes costs to particular departments and faculties. It will enable the introduction of faculty-based allocations of recurrent serials funds. Faculties will be given greater responsibility for the deployment of funds to support course-work and research.

Data entry of serials records was completed by three staff members within three months of installation of the system. Further refinement and modifications to the software was carried out during the year.

Additional funds were earmarked for serials expenditure in 1987. Specifically, $30,000 was set aside over three years to purchase new serials. In response to submissions from faculties for serials to support new courses or programs of study, 36 new titles were ordered.

Significant donations to the serials collection during the year included a set of Cumulated Index Medicus (1960-1982) generously contributed by Roche Products Pty. Ltd. The acquisition of Index Medicus will remedy a gap in the Health Sciences collection and will supplement online data base services. The library at John Lysaghts (Australia) donated backsets of a number of engineering journals which complement material already in the collection.

Activities

Recurrent serials expenditure absorbed an increasing proportion of the bookvote in 1987. Mechanisms such as the New Serials Fund and the faculty allocations system were established to ensure that funds are distributed equitably and with due regard to new teaching and research programs.

Serial prices rose in 1987 by an average of 12%. No major cancellation program was undertaken during the year as it was felt that a "steady-state" should be maintained until the faculty allocation system was fully operational. Inflation and the continuing weakness of the Australian dollar, particularly against the European currencies, have increased the probability of cancellations in the near future.

A significant feature of the expanded library building will be a Current Serials Display area on the second floor. Planning for the new layout and changes in workflows required a detailed review of procedures and visits to other academic libraries to view displays arrangements. Libraries at Macquarie, Monash, Melbourne and LaTrobe universities were visited by Serials staff.

Rationalisation of serials supply, which had been going on since 1985, was accelerated during 1987. Notably, all titles previously supplied by Ebsco Foreign Direct in the U.S. were transferred to the Australian subsidiary, Bennett-Ebsco. This enabled quicker response to supply problems, and streamlined processing. A number of titles were transferred from direct supply by publishers, to supply via one of the three major agents currently used by the library. These changes have enabled better use to be made of staff resources and have provided improved liaison with the suppliers.

Neil Cairns
Serials Librarian

LOANS

The Loans Department is responsible for all activities involved in the issue and discharge of material loaned to borrowers. This includes the shelving of material returned from loan or used in the Library. A large component of the Department's activity relates to the Reserve Collection which provides a temporary location for material on student reading lists and in heavy demand. This includes books from the library collection, photocopies and some items belonging to academic staff.

The Department is also responsible for the supervision of the Library photocopying service. Photocopiers are provided in the Library for use by students on a fee per copy basis. Photocopiers are also provided for use by academic staff.

Highlights

Neil Grant was appointed to the position of Loans Librarian in January and commenced duty in March. Previously, he was Reader Services Librarian at the Gippsland Institute of Advanced Education.

On the first day of Session I, the library went "live" with the automated circulation system. The software proved relatively easy to use. Staff and borrowers quickly grew to appreciate the facilities offered by the system.

In the middle of the year, the Reserve Collection was moved to a location nearer to other circulation functions. With the appointment of a Loans Librarian, it was possible to allocate the supervision of Reserve functions to a Library Assistant. The graduate librarian previously in charge of Reserve was transferred to Systems to assist with the implementation of the automated circulation system.

In line with University policy of giving cost centres greater responsibility, the Library assumed control of revenue derived from public access photocopiers. Although this was offset by a $50,000 reduction in housekeeping funds, the potential benefit to the Library is significant. These funds will provide an opportunity employ casual staff to supervise the photocopying service.

Activities
Renovation of the Library building continued throughout
the year and staff accepted the makeshift working
conditions with good humour. The new loans workroom
and office were occupied in May. Where possible, staff
were involved in providing advice on the design of new
facilities particularly the loans and reserve desks.

The automated circulation system was phased in, with
fines being introduced after further testing in July.
Fines were applied equally to all borrowers. This
required some academic staff members to alter their
borrowing habits in order to avoid penalties.

The advent of the automated system, indicated that
there would be complications with the loan of serials.
Academic staff agreed that serials should not be
available for loan during 1987 to allow time for all
serial titles to be entered into the online data base.

The software for automating the Reserve Collection was
tested during the 1987/88 Summer Session. Problems
with the software precluded the listing of course
details for Reserve material on the OPAC and the
circulation function was not sufficiently sophisticated
to allow the abandonment of the manual loans system.

Changes to the layout of the foyer enabled the
relocation of the Reserve Collection to a larger room
adjacent to the Loans Desk. The larger space enabled a
photocopier to be located in Reserve from late
September. Study tables were also provided in Reserve
and proved very popular with students.

These changes caused a new pattern of use resulting in
less need for users to borrow Reserve material. This
accompanied a decline in the Reserve loan statistics.
While these factors accounted for some of the decline,
there was less borrowing throughout the year, including
those months prior to the changes. The reason for the
decline is unclear but it may reflect the increased
accessibility of material in the main collection due to
the greater efficiency of the automated circulation
system. There was no noticeable decrease in the amount
of material placed in reserve.

Photocopiers provided for student use were very heavily used during the course of the year and an extra four machines were installed to meet the growing demand. The placement of one copier in Reserve was the start of an effort to reduce the amount of unnecessary traffic of material through the building to the central bank of photocopiers. This proved to be very successful.

At the start of the academic year problems over the supply of cards for the photocopiers caused concern. New students in particular found it hard to gain access to the photocopiers as a result of this shortage. The problem was overcome and the card supply and service improved by the end of the year.

Neil Grant
Loans Librarian

INFORMATION SERVICES

The provision of information is the primary reason why any library exists and the quality of a library's service will be measured by the effectiveness with which this task is performed. As well as work at the Information Desk, a point where provision of information becomes a reality for many people, Departmental staff are involved in educating users to gain the maximum benefit from the Library's resources.

Ruth Lotze
Information Services Librarian

ONLINE SEARCHES

Searching remote online data bases supplies up to date information and supplements the Library's holdings. This is particularly important where holdings are minimal or where serial subscriptions have been discontinued.

There was an overall increase of approximately 10% in the number of searches for 1987 - 91 compared with 83 for 1986. The use of Dialog data bases increased slightly from 47 to 55. This was still less than the number of searches done in 1985 (60). Ausinet searches dropped by 63% from 27 to 10, while the use of Medline through the National Library doubled to 20 searches. The total connect time of searches increased from 33.4 hours to 37 hours.

Two new systems were introduced - Australis and Chemical Abstracts Online (STN). These data bases were used for only 6 searches. Australis was added mainly because of the data bases, such as Family, dropped by Ausinet. Chemical Abstracts Online was added because of the 90% academic discount available on Chemical Abstracts searches. Apart from the extremely attractive discount, this system also offers structure searching and abstracts as an optional inclusion in citation printouts. Both facilities are unavailable on other systems.

The Library organised a two day workshop on using Chemical Abstracts Online. The workshop was conducted by Dr. Damon Ridley of Sydney University on 9 and 10 July and was attended by 8 academic and 4 Library staff members. Demonstrations of online searches were given to two postgraduate reader education tutorial groups.

Mary Tow
Online Services Librarian

READER EDUCATION

All Information Services Department staff participate in activities designed to instruct Library patrons in the use of library services and bibliographic resources. Much of this activity is concentrated in the first half of the academic year but specialised tutorial classes are conducted on request throughout the year.

Following the introduction of the PALS system at the beginning of Session 1, classes on using the new online catalogue were offered to all students and academic staff. Given the very short time that Library staff had to familiarise themselves with the new system before beginning to instruct users, and the number of users involved, this was a major achievement. Staff from Technical Services also participated in the instruction sessions.

100-level Accountancy students, the largest group of first-year students, were given formal bibliographic instruction based on an essay due in Session 2. The programme was the result of close cooperation between the course supervisor and Joan Phillips of the Library staff. Students participated enthusiastically and commented favourably on the assistance received from the programme.

Meg Dains
Reader Education Librarian

INTERLIBRARY LOANS

The main purpose of the Inter-library Loans Office is to obtain items which are required for research at the University but which are not held in the collection. As part of the cooperative network between libraries, items from our collection are lent to other libraries.

The Inter-library Loans staff also provide support for other sections of the library by staffing service points in Reference and Loans, and conducting reader education classes. The Office provides telex and facsimile services for the University.

The volume of work continued to increase during the year. Requests from University personnel rose from 4743 in 1986 to 6228 in 1987, an increase of 31%. Requests from other libraries rose from 4051 to 4732, a 17% increase. There was no corresponding increase in the staff of the Inter-library Loans section.
Gay Antonopoulos
Interlibrary Loans Librarian

NON-BOOK MATERIALS

The Non-book collection includes audio-visual materials, such as video recordings, sound recordings, slides, music scores, microforms and maps. The Non-Book Librarian oversees this collection and assists students and academic staff in their use of it.

Non-book services were maintained in temporary accommodation in 1987 due to the construction of stage 3 of the Library building. Considerable time was spent planning a non-book area which will be located in the new section of the library. New materials added to the collection included compact disc sound recordings and micro-computer software.

Keith Gaymer
Non-Book Librarian

READER ASSISTANCE

The primary function of reader assistance is to provide general reference and information services to all Library users. These services include instruction in the use and interpretation of the catalogue, advice concerning the organisation of the collection, the location of materials, and assistance with bibliographic research. The aim of these services is to enable users to locate relevant information independently and to make optimum use of the Library's resources.

Due to the reconstruction of the Library building foyer working conditions were often extremely difficult during the year. The Information Desk location was altered several times to accommodate the building programme. Despite these problems, a full range of services was provided. As well as participating in the initial instruction on the use of the new online catalogue, reader assistance staff provided incidental supplementary instruction throughout the year for those users not reached in the initial thrust.

Gwen McLellan
Reader Assistance

SYSTEMS

The Systems Department is responsible for the management of Library software, including implementation, testing, maintenance and development. Systems staff assisted with the training of staff and students in the use of library software. They are involved with the creation of specifications for software enhancement and with the provision of user documentation.

Highlights

In 1987 two modules of the PALS library software were implemented successfully. Perhaps unique among Australian libraries, the University Library met its implementation schedule. Both the online catalogue and the circulation modules were ready for use on the first day of the academic year when the Vice-Chancellor, Professor McKinnon, successfully completed the first loans transaction using the new system.

Since then PALS has continued to function efficiently and smoothly. Library staff have found the software easy to use, and are generally pleased by its flexibility and with the wide range of functions available. Borrowers have also been pleased with the system as it has eliminated the need to complete a loan card for each item to be borrowed.

Activities

PALS has a world-wide reputation of being one of the finest third generation online catalogues commercially available. Any terminal on campus which can access the UNIVAC mainframe can access the catalogue. Dial-up access is provided through the University's Sequent computer. As well as providing accurate information on the loan status of items in the collection, the OPAC software enables borrowers to place their own reservations on material already on loan, to determine which books they have on loan and whether they owe fines. Information about the Library, including opening hours, is also available through the OPAC.

In July, after some months of testing, links were established between the PALS fines software and the Finance Office sundry debtors software. This represented a significant achievement as it required software to be written to allow an interface with the IBM System 38 used by the University Administration. Fines and replacement costs invoices, as well as overdue and other notices to borrowers, have been successfully produced since that time.

The success of the PALS software can be measured by observing the number of people who use the OPAC, and from the ease with which Library staff were able to learn to use the software when it was first introduced. The PALS software has generated interest in the library community, and the University has played host to staff from a number of institutions wishing to see the software. Visitors included staff from the universities of Sydney and New South Wales, and the State Library of New South Wales.

Library staff have also been involved with UNISYS Corporation, the company marketing PALS, in a joint venture to promote and market the software in Australia. The Library's role has been to make available its system for software presentations and demonstrations. The Systems Librarian was involved in demonstrating the system and answering tenders for library software on behalf of UNISYS.

In 1987 demonstrations were given to the State Library of Victoria, the University of Adelaide, the University of Queensland and the Department of Defence for New Zealand. The University of Queensland subsequently signed a contract to purchase the PALS software.

Marilyn Edmond
Systems Librarian

CURRICULUM RESOURCES

The Curriculum Resources Centre supports and enhances the teaching and curriculum development functions of the Faculty of Education by providing access to a wide range of teaching resource materials and the facilities for their use. The resources of the Centre are used by students from other faculties particularly those involved in health education.

Highlights
A strategic plan was developed for the Curriculum Resources Centre as part of the general management planning activities of the Library. The plan will assist to focus future activities of the Centre to ensure the most cost effective use of resources. Initial results have been the development of collections of curriculum documents and policy. Both these collections are heavily used. Work on the creation of an historical collection of educational curriculum material was commenced.

The staffing of the Centre was increased in June by the appointment of a Library Technician. The appointment was necessary due to growth in the use of the Centre and the difficulty of operating with only two permanent staff members. With three members of staff, and casual staffing equal to another full-time staff member, the Centre is able to provide a high level of services to students.

Activities
Reader education programmes were provided for students enrolled in the Bachelor of Education and the Diploma of Education. Special programmes were conducted for mature age students and students associated with the Aboriginal Educational Unit. A member of the academic staff of the Faculty of Education provided instruction in the use of audio-visual equipment for students enrolled in the B.Ed programme.

The microcomputer software collection was expanded. A data base of this collection was developed, which as well as providing access to the collection, is being used as a teaching resource within the Faculty.

Reader assistance continued at a high level and increased use of the Centre continued throughout 1987. The number of loans to students increased by 9% and the use of the Reserve Collection grew by 11%.

Rosemarie Dowe
Curriculum Resources Librarian

ARCHIVES

The University Archives has a two fold mission. Firstly, it is responsible for the preservation of the archival records of the University. This involves ensuring that those documents and other information formats which are historically significant to the University are transferred to the Archives. As part of this function, some non-current records are stored in the Archives pending decisions on their ultimate fate.

Responsibility for collecting and preserving the records of individuals and organisations is also part of the Archives mission. These records are used in the teaching and research programmes of the University. In addition to these activities, the Archivist has responsibility for the storage of rare books and theses and for advising on the conservation of library materials.

Highlights
Annabel Lloyd commenced duty as Archivist in March. The Archives had been without permanent staff since 1985 and without a full-time archivist since 1981. A full-time casual assistant who was appointed in July under a vocational assistance scheme was able to take responsibility for the more routine tasks. This left the Archivist free to concentrate on evaluating the work needed to overcome years of neglect.

Activities
Priority was given to assessing the role of the Archives in relation to the collection of University records. A review was undertaken of the system by which University records are transferred to Archives. This involved a close examination of the record keeping system used in the central registry and of the type of central administrative files held in the Archives.

After visits by the Archivist to the major metropolitan university and college archives, it was decided to adopt the series method of registration. This resulted in records being registered and controlled according to their unique series identity rather than creating agency. As well as resulting in more effective location control and retrieval, transfer by series allows subject indexing by series title.

A complete survey of the Archives current holdings was carried out and the location register updated. This included the research collections as well as the University records. The re-organisation of Staff Office records and student files was completed.

Extensive negotiations were carried out with Central Registry to try and establish effective procedures by which noncurrent records are transferred to Archives. This resulted in the Archivist becoming involved with records management. Discussions were also held with the head of the registry regarding disposal schedules. Subsequently, schedules were compiled for Finance Office records and approximately thirty shelf metres of unwanted material destroyed.

A photographic exhibition was mounted during August to mark the University's 25th year. The display concentrated on the history of the Wollongong University College up to 1975 when autonomy was achieved.

Active solicitation of research materials was not undertaken during the year. However, several additions to existing deposits were received. These included The Business and Professional Women's Club of Wollongong, Hiroshima Day Committee, South Coast Conservation Society and Professor J. Hagan.

WIN TV approached the Archives in July offering to transfer their non-current records. The station agreed to employ two students from the Archives Diploma course at the University of NSW to survey the material prior to its transfer.

In October, the Archives held a weekend workshop in conjunction with the Australian Society of Archivists on "Keeping Archives". The Archivist addressed the Illawarra Family History Society in March and later in the year became the convenor of the Sydney Branch of the Australian Society of Archivists.

Annabel Lloyd
Archivist

STAFF DEVELOPMENT.

Library staff participated enthusiastically in staff development activities in 1987. Forty one members of staff attended at least one training or development session. Many of these activities were arranged by the Personnel Services Branch or by Library staff. The Library also supported attendance by a number of professional staff at conferences and seminars relevant to their work assignments.

The Library's commitment to staff development was formalized by the establishment of a Staff Development Committee which held its first meeting in December. The Committee was established to advise the University Librarian on programmes, activities and resources associated with staff development. After each meeting a Staff Development Bulletin is issued to keep Library staff informed of policies and events. All levels of staff are represented on the Committee.

A particular emphasis in 1987 was on the further development of senior staff skills. In July a series of weekly early morning sessions was organized in conjunction with the Manager, Personnel Services and the EEO Coordinator. The sessions covered topics such as interviewing skills, conflict management, responsibility charting and key results and were intended to prepare senior staff for the introduction of the Library's performance management programme.

Senior Staff Management Training

22 July	Interviewing skills
29 July	Interviewing skills
5 August	Active Listening and Body Language
12 August	Job Descriptions
21 August	Alexander Technique
26 August	Stress Management
16 September	Conflict Management
23 September	Conflict Management
30 September	Managerial Skills
14 October	Responsibility Charting
21 October	Responsibility Charting
28 October	Responsibility Charting
18 November	Responsibility Charting
25 November	Responsibility Charting
2 December	Responsibility Charting and Key Results
9 December	Key Results

STAFF ACTIVITIES

Helen Andrews
*   Occupational Health (screen-based equipment) :
    30 April

Gay Antonopoulos
*   Interlibrary Loan seminar (CLANN) : 24 July

Sharat Arora
*   ABN Users' Group (NSW) meetings : 12 February,
    2 April, 22 June
*   Authority Records workshop : 10 April
*   Selection Techniques workshop : 26 - 27 May
*   New Supervisor's course (AIM) : 24 - 26 August
*   Senior staff development programme : July - December

Janet Barnes
*   Occupational Health (screen-based equipment) :
    30 April
*   Conflict Management seminar : 23 June
*   Finance Office Procedures : 30 June

Liz Brand
*   Occupational Health (screen-based equipment) :
    30 April
*   Conflict Management seminar : 23 June

Cheryl Brindle-Jones
*   Occupational Health (screen-based equipment) :
    30 April

Neil Cairns
*   Managing Organizational Change (UNATP) : 11-16 April
*   Librarianship and Social Responsibility : 29 April
*   Selection Techniques workshop : 27 May
*   Finance Office Procedures : 30 June
*   Serials Librarians' Group meeting : 3 August
*   Computers in Information Management conference :
    7 - 8 August
*   Government publications discussions (La Trobe
    University Library) : 9 August
*   Library Preservation seminar : 2 September
*   Senior staff development programme : July - December

Petra Carpenter
*   Acquisitions seminar : 29 August

Kath Cave
*   Career Planning for Women : 16, 23, 30 November

Meg Dains
*   Senior staff development programme : July - December

Dianne DeFaveri
* Occupational Health (screen-based equipment) :
  30 April

Lois De Graaff
* Information Online 87 Conference : 29 January
* Librarianship and Social Responsibility : 29 April
* Secondment to University of NSW : May - June

Rosemarie Dowe
* Visit to Aboriginal Resources Unit, Lindfield :
  6 March
* Curriculum Materials workshop : July
* UCLS seminar : 6 December
* CLANN meetings
* Senior staff development programme : July - December

Marilyn Edmond
* Conflict Management seminar : 23 June
* ABN Annual Users' meeting : 8 July
* Minerva/Keylink meeting (OLC) : 17 August
* Senior staff development programme : July - December

Ray Favorito
* Occupational Health (screen-based equipment) :
  30 April

Jane Ferguson
* Information Online Conference : 21 January

Patsy Garde
* Occupational Health (screen-based equipment) :
  30 April
* Finance Office Procedures : 30 June

Neil Grant
* Managing Organizational Change (UNATP) : 11-16 April
* Selection Techniques workshop : 27 May
* Senior staff development programme : July - December

Keith Gaymer
* Information Online Conference : 28 January
* A-V Librarians' meeting : 20 November

Hanif Haniffa
* Occupational Health (screen-based equipment) :
  30 April
* Superannuation seminar : 30 April

Kay Harney
* Occupational Health (screen-based equipment) :
  30 April

Rod Higham
* Information Online Conference : 27 January
* Optical Disc Technology seminar : 30 January
* Authority Records workshop : 10 April
* NSW ABN Users' Meeting : 12 February, 22 June, 10 September
* Superannuation seminar : 30 April
* Library of Congress Subject Headings lecture : 24 July

Deirdre Jewell
* Ausinet training : June

Jane Lepp
* Occupational Health (screen-based equipment) : 30 April

Annabel Lloyd
* Visit - Macquarie University Archives : 5 May
* Visit - University of NSW and University of Sydney archives : 8 May
* Archival workshop : 7 - 8 May
* Visit - City of Sydney Archives : 13 May
* Visit - NSW State Archives : 1 June
* Visit NSW State Archives and Sydney CAE ARchives : 8 July
* Local History workshop : 5 - 6 December
* Convenor, Australian Society of Archivists', Sydney Group

Ruth Lotze
* Senior staff development programme : July - December

Felicity McGregor
* Managing Organizational Change (UNATP) : 11 - 16 April
* Librarianship and Social Responsibility : 29 April
* Finance Office procedures : 30 June
* Visit to ANU Staff Development Office : 8 July
* Information Marketing seminar : 28 August
* Senior staff development programme : July - December

Ann McMahon
* Occupational Health (screen-based equipment) : 30 April

Annette Moon
* Occupational Health (screen-based equipment) : 30 April

Marion Pain
* Occupational Health (screen-based equipment) : 30 April
* Conflict Management seminar : 23 June

Joan Phillips
* Statistics seminar, UNSW : 26 May
* Work experience at NSW Parliamentary Library : 2 -
  6 November

Rita Rando
Information Online Conference : 28 January

Jenny Ross
* Information Online Conference : 28 January
* Librarianship and Social Responsibility : 29 April
* Selection Techniques Workshop : 27 May
* Finance Office Procedures : 30 June
* Acquisitions seminar : 29 August
* Interfaces and Interactions with Suppliers seminar :
  22 October
* Association of Research Libraries Conspectus
  Colloquia : 16 November
* AIMA Basic Management Institute : 1 - 4 December
* Senior staff development programme : July - December
* Meetings - AACOBS Acquisitions Group (NSW)

Sue Seider
* Conflict Management seminar : 23 June

John Shipp
* Visit - Australian Defence Forces Academy : 29 April
* Archives seminar, Wagga Wagga (presented paper) :
  28 May
* Computers in Government conference (presented paper)
  : 26 August
* Victorian Association for Library Automation
  conference (presented paper) : 17 November
* AIMA Management Update Institute : 18 -20 November
* meetings Committee of Australian University
  Librarians
* meetings of Office of Library Cooperation
* meetings of NSW State Committee, Australian Advisory
  Council on Bibliographic Services

Wendy Shoulder
* Wordprocessing course : 21 - 22 October

Liza Stuart
* Occupational Health (screen-based equipment) :
  30 April
* Acquisitions seminar : 29 August

Mary Tow
* Information Online Conference : 27 - 28 January
* Basic Medline training : 16 - 20 March
* Selection Techniques workshop : 26 - 27 October
* Association of Research Libraries Conspectus
  Colloquia : 16 November
* Senior staff development programme : July - December

Maria Vandenbrink
* Occupational Health (screen-based equipment) :
  30 April
* Finance Office Procedures : 30 June

Ellie Van Leeuwen
* Information Online Conference : 29 January
* Librarianship and Social Responsibility : 29 April
* Finance Office Procedures : 30 June

STAFF MEMBERS

ADMINISTRATION

University Librarian
John Shipp BA, Dip Ed, Dip Arch Admin, ALAA

Secretary
Wendy Shoulder

Administrative Assistant
Janet Barnes

TECHNICAL AND CIRCULATION SERVICES DIVISION

Technical and Circulation Services Librarian
Felicity McGregor BA, Dip Lib, ALAA

ACQUISITIONS

Acquisitions Librarian
Jenny Ross BA, ALAA

Helen Andrews
Wendy Barratt BA, ALAA
Kath Cave (from 6 October)
Jan Fletcher BA
Patsy Garde (to September)
Lois de Graaff BA, ALAA
William Trueman
Ellice Van Leeuwen

SERIALS

Serials Librarian
Neil Cairns BA, Dip Lib

Cheryl Brindle-Jones
Kay Harney BA
Anne McMahon
Carolyn Norris BA, ALAA (to 3 July)
Liza Stuart
Maria Vandenbrink BA

CATALOGUING

Chief Cataloguer
Sharat Arora   MA, MLS, Dip Lib Sc, Dip Russian

Petra Carpenter
Pam Epe   BA, ALAA
Jane Ferguson   BA
Hanif Haniffa   BA, Dip Lib, ALAA
Rod Higham   BA
Josephine Jordan
Sheree Pupovac   ALAA
Rita Rando   BA, Dip Ed
Leonie Ross
Karen Samways
Saad Sefein   BA, ALAA

LOANS

Loans Librarian
Neil Grant   BA, Dip Lib

Liz Brand
Dianne DeFaveri
Gayle DeFaveri
Lorraine Denny
Ray Favorito
Alison Hill
Jane Lepp
Gwen Newitt
Ted Mitchell
Annette Moon
Marion Pain
Norbert Pauly
Bernadette Stephens

READER SERVICES

Reader Services Librarian
Ruth Lotze   BA, ALAA

Faculties and Online Searches Librarian
Mary Tow   BA, ALAA

Reader Education Librarian
Meg Dains   MA, ALAA

Reader Assistance
Deirdre Jewell   BA, Dip Lib
Gwen McLellan   BA, BEd, ALAA

Reader Education
Joan Phillips   BA, ALAA

Interlibrary Loans
Gay Antonopoulos   BA, ALAA
Raji George   BA
June Sassall
Nina Pierro

Non-Book Materials
Keith Gaymer   BA, Dip Lib, ALAA

CURRICULUM RESOURCES

Curriculum Resources Librarian
Rosemarie Dowe   BA, Dip Lib, ALAA

Nell Beilby
Mary Leonard

ARCHIVES

Archivist
Annabel Lloyd   BA, Dip Inf Management (Archives)

SYSTEMS

Systems Librarian
Marilyn Edmond   BA, ALAA

Sue Seider   BA, Dip Ed, ALAA

STATISTICS

BOOK STOCK

	1985	1986	1987
Monographs (a)	227,988	246,091	263,090
Serials	99,706	103,498	107,177
WIE monographs (b)	15,135	–	–
Total	342,829	349,589	370,267

Notes:
a   Includes monographs in microform.
b   As monographs from the former Wollongong Institute
     of Education were recatalogued, they were included
     in monographs total. The number of volumes in the
     collection was estimated to be 25,000 in 1982.

LOANS

	1985	1986	1987
Monographs			
undergraduate	124,699	140,470	183,392
postgraduate	11,221	12,079	12,047
staff	12,828	14,411	16,037
Serials	6,630	6,827	(note a)
Total	155,378	173,787	211,476
Reserve Collection(b)	95,546	110,429	78,412
Entry gate count(c)	575,935	630,957	700,362

Notes:
a.   Serial loans were discontinued in January 1987 to
      allow the collection to be recatalogued.
b.   See Loans section of the report.
c.   The counting mechanism on the entry gate was faulty
      during the first three months and was replaced.

INTERLIBRARY LOANS

	1985	1986	1987
Sent	2,389	3,178	3,225
Received	3,886	4,478	5,965

ACQUISITIONS

Monographs	1985	1986	1987
orders placed	10,105	6,611	7,232

Items received (net)	1985	1986	1987
New titles	9,521	6,271	7,257
Add copies purchased	584	340	475
Add copies donated	2,059	139	121
Audio cassettes	52	5	52
Compact discs	0	4	1
Disc (software)	1	4	20
Kits	4	0	12
Maps	480	18	22
Microfiche	1,558	597	1,291
Microfilms	12	14	98
Motion films	0	0	1
Records (phonodiscs)	24	9	3
Sheet music	48	27	53
Transparencies (slides)	264	60	99
Transparencies	50	0	0
Videos	0	46	36
Sky Atlas	58	50	51

Serials	1985	1986	1987
Bound volumes (net)	4,407	4,514	4,341
Microfiche	0	0	0
Microfilms	89	3	0

CATALOGUING

	1985	1986	1987
New titles	14,178	7,440	9,059
Additional titles	1,553	1,671	764
Retrospective	3,574	8,992	250
Serial titles	345	1,248	2,139
Non-book titles	1,066	620	692
Total	20,716	19,971	12,904

CURRICULUM RESOURCES CENTRE

Cataloguing	1985	1986	1987
Monographs			
New titles	728	844	547
Add copies	244	183	68
Titles not in CLANN	913	701	164
Non-book materials	73	364	201
Total	1958	2092	980

Loans			
General collection			
Students	14,849	15,595	17,052
Staff	7,587	7,506	7,531
Reserve Collection	10,939	13,825	15,399
Total	33,475	36,926	39,982