UNIVERSITY OF WOLLONGONG

LIBRARY

ANNUAL REPORT 1988
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INTRODUCTION

The Library aims to provide efficient access to recorded knowledge and information necessary to support and enhance the teaching, research and administrative activities of the University. During 1988, the capacity to fulfil this aim was enhanced by the completion of stage 3 of the Library building and by an improvement in the purchasing power of the book vote.

With space to house the equivalent of one million volumes as well as one thousand reader places, the building will be able to cope with the expected growth of the University over the next five to eight years. The entrance was renovated to provide a more welcoming atmosphere. More space was allocated for photocopying machines, Reserve and Reference Collections. The greatest improvement was the provision of a Special Collections area. An attractive area on the ground floor has been used to house the audio-visual, non-book and archive collections. In 1989, it is intended to locate a Learning Assistance Centre adjacent to the Special Collections area.

In contrast with the earlier stages of the building, stage 3 emphasises light and colour. Maximum has been made of windows as a means of providing a pleasant, inviting study environment. A feature of the entrance is a large leadlight window depicting twelve Australian birds. The window was designed and crafted by Albie Lenartes, a former member of the University staff. Items from the University art collection have been displayed throughout the Library.

The book vote benefited considerably by the strength of the Australian dollar during most of 1988. Judicious monitoring of currency trends enabled the Library to place major orders at times when the dollar was at its strongest. This strategy permitted the purchase of all existing serial subscriptions, several hundred more monograph titles and the acquisition of data bases on compact disc.
The purchase of the compact disc data bases will provide the opportunity to evaluate the usefulness of the products and to determine whether they should continue to be purchased. Experience during 1988, indicated that they should be used to train students in online searching techniques. This will enable them to use the various data bases they are likely to encounter when they are employed, and will extend the University's computer literacy strategy.

Following the publication of the Australian Government's policy on higher education, many of the management issues already under review within the Library were given greater emphasis. By the end of the year, a system of performance management had been introduced for all Library staff. Strategic planning was extended to take into account the University's academic profile.

John Shipp
University Librarian
TECHNICAL AND 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 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

1988 was a year of consolidation for the Division as the relocation of staff, materials and equipment throughout the extended building was gradually completed. Staff and users alike were enthusiastic about the improvements in Library facilities.

Departmental Heads met fortnightly with the Technical & Circulation Services Librarian to ensure coordination of the Division's multifarious activities. Heads also met regularly with their staff to discuss the details of their departments' operations. A bulletin entitled Technical & Circulation Services News was issued periodically to keep all Library staff informed of changed procedures and other Divisional news. All job descriptions were reviewed and then discussed with each member of staff during their first interview of the Performance Management Programme. Key results were established for each Departmental Head and these were reviewed with the Divisional Librarian towards the end of the year.

Progress towards the elimination of all processing backlogs was assisted by the appointment of Carole Alcock as Government Publications Librarian. Although she subsequently moved on rotation to the Serials Librarian post, a Government Publications policy was established and the incorporation of this material into the collection was well under way by the end of the year.
Cataloguing output improved despite reduced staff numbers. Current cataloguing continued to be processed rapidly and retrospective cataloguing neared completion with the addition of Reference materials to the data base.

The Acquisitions Department was also depleted by staff absences and rotations but still managed to take advantage of the increased purchasing power of the Australian dollar in 1988. In particular, the capacity to purchase a number of data bases on CD ROM was welcomed by both the Information Services staff and the University's research staff.

The collection was enhanced by the donation of the major part of the library of Emeritus Professor John Passmore. Valued at over $16,000 and comprising 1100 volumes, the collection attracted interest both from within and outside the University. Some 17th and 18th century imprints which were included in the collection added increased depth to philosophy section of the Library.

Although it was disappointing that the promised PALS Serials module was not available in 1988, preparation of data for input to the new system proceeded. This will facilitate implementation of the module as soon as it is released.

The PALS Circulation module continued to function smoothly in 1988. The efficiency of the Loans Department was further enhanced by the installation of an attractive, purpose-designed Circulation desk and by the appointment of a Library Assistant, Marion Pain, to oversee the day-to-day operation of circulation. The Loans Librarian, Neil Grant, hosted a three day visit from University of Queensland Library staff to discuss their impending installation of the PALS Circulation and OPAC modules.

Felicity McGregor
Technical and 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 maximum cost effectiveness.

HIGHLIGHTS

Donations of books to the Library throughout the year considerably enhanced the collection. There were three major donations in 1988. Emeritus Professor John Passmore of the Australian National University donated 1125 books, mostly on philosophy but also covering such subjects as psychology, education and literature. Professor Michael Gaffikin, Head of the Department of Accountancy and Legal Studies, donated 115 books on accountancy. The Canadian Consulate General made a donation of Canadian books to support courses offered by the Department of English.

An announcement by our major overseas suppliers that books would be forwarded free of charge by air freight was welcomed. This will enable the Department to distribute its work load more evenly throughout the year as well as providing a much better service to Library users in terms of book supply.

ACTIVITIES

The budget for monographs in 1988 was approximately the same as in 1989. As the price of books increased at a greater rate than the Consumer Price Index, the number of books that could be purchased would have been significantly reduced but for favourable movements in the currency exchange rates. As in 1987, an allocation of $55,000 was made for the purchase of material to support new areas of teaching.

During 1987 and 1988 the Acquisitions Department examined the Reserve Collection and up-dated the collection where necessary with new editions, additional copies and replacement copies. These acquisitions were funded from revenue gained from fines on overdue items.
The availability of additional funds at the end of the year permitted the purchase of a collection of music compact discs which will support courses offered by the Creative Arts Department. Where possible, sound recordings are purchased in compact disc format. The first three data bases on compact disc, C-DATA 86 (1981 and 1986 Australian census data), ERIC and Dissertation Abstracts On disc, were acquired.

Visits were received from representatives of the following major suppliers: Blackwells (Oxford, North America and Australia), Coutts, DA Books and University Microfilms.

Jenny Ross
Acquisitions Librarian
SERIALS

The Serials Section oversees the ordering and receipt of serial publications, maintains records to ensure appropriate budgetary allocation among faculties, ensures new serials are displayed on receipt and that back issues are bound as volumes become complete. A computerized record of subscriptions is maintained which also records allocation by faculty.

HIGHLIGHTS

The faculty allocations system moved into its first full year of operation with a distribution of recurrent serials funds virtually identical to that of 1987. As part of a plan to redress imbalances in distribution of funds a Serials Review was undertaken. Faculties prepared review forms for each title attributed to their departments. They nominated priority weightings and noted whether titles were used for research or teaching programs or both.

This information was invaluable to the Library as it allowed staff to assess areas of the collection needing attention and gave an indication of the relative importance of each serial title. The information gained from the review will help with the preparation of allocations for 1989 when it is hoped to redress some of the imbalances in the allocations.

A Current Serials Display was established on the 2nd floor of the library extension and was greeted favourably by students and staff. It is now possible to browse the most recent issues of each periodical in comfortable surroundings. A photocopier has been provided in the Current Serials area for academic staff.

During the period June to September the Department operated without a full-time Serials Librarian due to the secondment of Neil Cairns to the Systems Office. It was to the credit of the Serials staff that they were able to absorb extra work and ensure that day-to-day routines were maintained during that time.
A review of tasks in the department during the year resulted in a reshuffle of responsibilities. In the past, two General Library Assistants were employed entering and claiming serials. For much of 1988, only one person did those jobs, enabling one staff member to take charge of new routines associated with the Current Serials Display. It also presented an opportunity for Serials staff to learn a number of new tasks so that there was a trained backup person for all jobs.

Professor G.P. Humphrey of the School of Biology at the University of Sydney donated valuable back sets of *Water, Air and Soil Pollution* and *Marine Ecology*. The donation enabled the completion of the holdings of the two titles.

### ACTIVITIES

The automated funds control system (PERFECT) was modified and expanded during the year. It has developed into a very efficient and useful record-keeping and serials funds reporting tool. This was particularly evident during the processing of large renewal invoices in 1988, when data entry was performed more quickly than ever before.

Further rationalisation of serials supply occurred with the transfer of some U.S. titles to Blackwells. It is expected that 1989 will see a marked decrease in the number of missing issues caused by supplier errors and tardiness.

The procedures for binding periodicals were altered to suit the new method of displaying current serials. It is now possible to bind each volume of a serial when it is completed and before there is an opportunity for loss or damage on the main shelves.

A project to update library records of serials holdings commenced in September. When the project is complete there will be an accurate record of all holdings in the library. This will facilitate the rapid transfer of serials data onto the PALS automated system planned for 1989.
In May, the position of Government Publications Librarian was established and Carole Alcock was appointed to the position. A major review of the government publications collection was undertaken, with the object of providing the greatest possible access to this valuable material.

New policies were established for government publications and a working party was set up to assist putting policies into effect. These policies were established after consultation with both Library and academic staff and careful consideration of the policies of other libraries. As a result, many of the publications kept in compactus storage were processed for cataloguing.

A review of the Australian Standards held by the Library showed this collection to be seriously out of date. To overcome this deficiency, a subscription to the Australian Standards on microfiche was acquired. They will be located in the Reference Collection and will enable the discard of many of the superseded printed standards. A microfiche copy of Australian Bureau of Statistics publications for the years 1901-1984 was purchased to supplement the existing print collection.

Carole Alcock
Acting Serials Librarian
CATALOGUING

For the third consecutive year, the Cataloguing Department was successful in continuing to meet its objective of processing all newly acquired material within three weeks of receipt in Cataloguing.

HIGHLIGHTS

Retrospective cataloguing of the Reference Collection, was completed. Some 1682 monographs and 568 serials were incorporated into the automated database. Following the establishment of a Government Publications policy, a large number of items was identified for cataloguing.

ACTIVITIES

Significant progress was made in cataloguing the Music collection. Late in 1988, a draft copy of the Revised Schedule for music cataloguing was received from the National Library of Australia. As the Library was in the process of cataloguing a fairly large music collection, it was decided to implement the new methods before their official publication. The Revised Schedule, which provides greatly expanded and more relevant classifications, will enable better access to items in the music collection. A total of 862 music items were catalogued as against 450 in 1987. More than 60% of the music items required original cataloguing.

All items were catalogued through the Australian Bibliographic Network and output rose by 3.5%, compared with 1987 figures. Of a total of 12,002 items, 1455 titles were catalogued in-house. Every effort was made to reduce the time taken to include original cataloguing records in the ABN database. Additional assistance was received from other departments to help key the data. A total of 1,940 records were keyed, leaving a backlog of 1147. This was an improvement over the previous year's backlog of 1611. Another significant achievement was made in the reviewing of original catalogued records in ABN. A total of 3248 records were reviewed during the year, compared with 2883 in 1987.

Towards the end of the year, the Chief Cataloguer undertook the supervision of Information Services until the appointment of a new Divisional Librarian. Responsibility for cataloguing was assumed by Rod Higham.

Sharat Arora
Chief Cataloguer
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 the academic staff.

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

HIGHLIGHTS

A library assistant position was created with responsibility for supervising circulation desk staff. Marion Pain was promoted to this position in October. The department now has two library assistants, the other has responsibility for the Reserve Collection.

The opening of the extension to the library provided the opportunity to revise some services. Both the serials and monograph collections were reshelved. The layouts of the collections were rationalised and more shelving was installed. New custom-designed circulation and reserve desks added to the efficiency of the Department and improved the appearance of the foyer area.

ACTIVITIES

Lending of serials to academic staff and research students resumed after one year's suspension while serials were prepared for the automated loan system. Current serials remained unavailable for loan. The of serials loaned remained modest.
As 1988 was the first full calendar year of operation of the automated circulation system, direct comparisons cannot be made with the previous year. It was clear that users were becoming more familiar with the system. Renewals and reservations both increased at a faster rate than loans.

The location of computer laboratories in the Library had implications for the Department. Disks and mouses for use with the equipment were loaned from the Reserve Collection. These loans accounted for much of the increase in use of the Collection after a decline in use in 1987.

In September, three of the student photocopiers and all the staff copiers were replaced with newer and more appropriate machines. An additional four machines were installed at the same time.

The staff machines were fitted with account card mechanisms and academic departments were supplied with cards. The Library continued to pay for all staff copying in 1988 but departments will be charged in 1989.

In November, two staff of the department were appointed to other areas of the library on rotation. During their absence, additional casual staff were employed. Student assistants continued to be used for shelving and for staffing of the Library of an evening and weekend. Circulation staff helped to demonstrate the PALS circulation software to libraries investigating new systems alternatives. It was also demonstrated to students studying for the Associate Diploma of Library Practices.

Neil Grant
Loans Librarian
SYSTEMS

The Systems Department is responsible for the management of Library software including implementation, testing, maintenance and development. The Systems Librarian assists with training of staff and students in the use of software, creates specifications for software enhancement and modification, provides user documentation and manages the Library's networks of microcomputer hardware and software.

HIGHLIGHTS

After the first full year of operation of the PALS library system it was possible to introduce changes which enhanced the performance and ease of use of the OPAC and circulation modules. Further training programs for Library staff were provided in March. The usage statistics indicated that academic staff and students were using the system's capabilities to full advantage.

Whilst some difficulties were experienced with two interface programs, most of the operational problems were solved. A new data base updating program was developed by Computer Services staff to make the processing of bibliographic tapes quicker and less error-prone. This will ensure that the data base can be updated regularly and frequently.

During 1988 the University continued to support the UNISYS Corporation to market the PALS software. This included detailed demonstration of the system for University of Queensland Library staff. The University selected the system for purchase and plans implementation for 1989.

Demonstrations of PALS software were carried out by Systems staff for Macquarie and Monash Universities. University of Wollongong Library staff assisted UNISYS to staff a booth and to demonstrate PALS at the LAA/IFLA conference in August/September. This occasion was useful in attracting possible future users. It also enabled Library staff to meet and talk with experienced UNISYS support staff from the United States.
ACTIVITIES

Much of the Department's efforts in 1988 were directed to solving circulation problems which were caused by a combination of software bugs and work procedure problems. By the end of the year, the current level of software was operating efficiently and work practices had been modified to suit the system so that day-to-day running was virtually trouble-free.

Investigation and use of system features was undertaken during the year. Information Services staff were provided with the capability to produce off-line printed bibliographies for academic staff. Detailed statistical summaries were produced for Library management.

The imminent establishment of a Campus Network required detailed work by the Systems Librarian on the configuration of the Library's local area network. Planning for the first stage of the LAN and cabling to support expansion in later years was well under way by the end of November.

During the year large gains were made on establishing microcomputer equipment to support a wide range of Library functions. A total of thirteen personal computers were installed during the year, for use in wordprocessing, online searches, CD ROM access and other tasks. The overhaul of associated practices resulted in improved efficiency and capability across the spectrum of Library functions.

Neil Cairns
Systems Librarian
ARCHIVES

The University Archives is responsible primarily for the identification, selection, transfer and preservation of those records of the University deemed to be of long term or permanent value. The Archives also has a unique and valuable collection of records, relevant to the University's teaching and research programmes. Allied with its conservation function the Archives maintains the Library's rare book and theses collections.

HIGHLIGHTS

1988 saw the Archives take an active public profile which has resulted in a significant increase in users. Midway through the year the Archives was relocated into new office accommodation on the ground floor of the new Library extensions. The accommodation included a separate rare book room incorporating the Archives reading area, and a large compactus storage room. The Archivist was provided with a personal computer for wordprocessing and other functions. A guide to research records in the collection was published. The new guide updated a guide published in 1982.

During Heritage Week, in March, a major exhibition was mounted on the history and development of the University. The exhibition included photographs of the University and Institute of Education sites during various stages of development. Ric Caladine, of the Centre for Teaching Development compiled a short video for the exhibition comprising historic film footage from the Archives collection.

In May a guide to acquired or research records was published and widely distributed to encourage use of the collections. The major acquisition of the year was the records of the South Coast Labour Council. This diverse and comprehensive collection includes material from 1928, and has attracted considerable interest from researchers.
ACTIVITIES

Sixteen new record series were transferred from University departments during the year. In addition, subsequent transfers of records from Central Registry were received consisting of student, staff and general administration files.

During the year the Archivist surveyed the records of the University's central administration, and identified the major series. As part of this process, steps were taken to ensure that complete sets of University Council and Council committee minutes were maintained. Disposal schedules covering records created by the Finance Office were drawn up. Non-current records dating back to the 1960s were destroyed with the permission of the Internal Auditor.

Two doctoral students commenced work on union histories covering the Transport Workers' Union and the Painter and Decorators' Union. The records of these unions were transferred to Wollongong for the duration of the research projects.

Two major conservation projects were undertaken during the year. Work on a painting of the University Arms was undertaken by a Sydney consultant. The painting was framed and displayed in the Library. About 500 slides from the Cochrane Papua New Guinea Papers were cleaned and duplicated by a Canberra conservator. This work was part of a long term project to ensure the preservation of the Cochrane Collection.

The Archivist continued to take an active interest in the Sydney Branch of the Australian Society of Archivists. As well as continuing as Branch Convenor, the Archivist co-presented a Keeping Archives workshop in Bega with the University Librarian and was interviewed by ABC Regional Radio. In November the Archivist attended a "future directions" seminar for archivists conducted by the Australian Society of Archivists. In June, the Archivist addressed the Illawarra Historical Society.

Annabel Lloyd
Archivist
INFORMATION SERVICES

The main responsibility of the Information Services Division continued to be the efficient and effective retrieval of information and the provision of instruction on the best methods of using the collections and services.

There were significant changes in various areas of activity. The introduction of databases on compact disc enhanced the ability of staff to provide a more comprehensive coverage of, and quicker access to, information. With the removal of telecommunication cost restraints, greater opportunity was afforded for the development of online search skills.

The appointment of faculty librarians provided a new approach to the provision of services, particularly reader education. All staff welcomed the organizational changes as appropriate to the needs of the University, and as a means of providing scope for professional development.

At the end of the year, the Information Services Librarian, Ruth Lotze, retired from the University. Until the appointment of a successor, the Chief Cataloguer, Sharat Arora, supervised Divisional activities.

Sharat Arora  
Acting Information Services Librarian
The purpose of the reader education programme is to promote the optimum use of the Library by providing instructional programmes. These activities include orientation tours of the Library and its services for new users, training in the use of library systems, and intensive subject-based instruction.

The highlight of the year was the designation of faculty librarians in Information Services. This made it possible to plan a new approach to reader education. While the programme continued to be administered by the Reader Education Librarian, the faculty librarians were able to use their increasing familiarity with the needs of the faculties to seek out and develop opportunities for reader education.

In what was essentially a learning year, the problems of administering a much more complex programme proved to be an exciting challenge. It was rewarding to see the variety of approaches of the faculty librarians reflected in the increasing scope and diversity of the programme. This culminated in a creative team approach to the planning of the Library's 1989 Orientation activities.

The 1988 Orientation programme was implemented during a period when the disruption associated with the finishing and refurbishing of the building seemed to reach a peak. In spite of having to dodge ladders and compete with the noise of drills and hammers, Information Services staff took 850 new students on tours of the building during the two day Orientation programme and the first week of the academic year. Nearly 800 students were trained in using the online catalogue during the first four weeks of the academic year.

Extended orientation sessions were given to students with special needs. Participants included Aboriginal students, University Preparation Course groups and fee-paying students from abroad. Tours of the new building were offered to academic staff.

Bibliographic instruction classes were conducted throughout the year including Summer Session. These ranged from basic instruction in finding information for 100-level classes, through to seminars on the use of specialised research tools for postgraduate students.

Meg Dains
Reader Education Librarian
ONLINE SERVICES

The main function of Online Services is to support research activities by providing access to information stored in remote data bases.

HIGHLIGHTS

The number of searches carried out in 1988 was 87% more than in 1987. Searches of the Dialog data bases increased from 91 in 1987 to 170 in 1988. Three new systems were added - Data-Star, Lexis/Nexis and Ozline, in response to requests for access to legal, newspaper and Australian government publications information.

ACTIVITIES

The introduction of CD ROM's enabled researchers to carry out their own searches without data base and telecommunications costs. The innovation was very well received and more CD ROM's are planned for 1989.

The change over to searching using a microcomputer was planned as a means of lowering costs by permitting the offline keying of search strategies and the extra option of downloading results.

With the introduction of faculty librarians, it was necessary to train more staff in online searching techniques. Staff used a self-teaching package to gain facility in the use of the LEXIS/NEXIS system. Inhouse training on the ABN Inquiry system was arranged for all reference and faculty librarians.

Training courses for searching Australis and Dialog data bases were undertaken by four of the faculty librarians. The Dialog training was reinforced by the Dialog video and tutorial guide, and practice on the ERIC CD ROM which uses all the Dialog search strategies without the expense of telecommunication costs.
Three CD ROM data bases were purchased during the year, C-DATA (Supermap), ERIC and Dissertation Abstracts. There was a great deal of interest and enthusiasm amongst academics and students who wanted to use the ERIC system. Demonstrations were conducted and several returned to conduct further searches based on their research interests. Library staff members were also keenly interested in the new technology and a number of demonstrations were arranged. By the end of the year, about half the Library staff had seen ERIC in action, either through their own efforts or by a demonstration.

During 1988, four demonstration workshop sessions were held in the Library. In February, three different software communications packages for data base searching were investigated. Robin Kench from Dialog demonstrated Dialoglink and Katie Blake from Enterprise Information Management demonstrated the X-Talk and X-World packages. The X-World package was subsequently chosen. Dialoglink was used also as it was supplied free with the ERIC CD ROM.

In September, a demonstration of Australis by Liz Lovie from the Department of Primary Industries and Energy, attracted 22 participants including academics, students and library staff. The demonstration helped to publicise the various data bases available on the system.

As part of the same programme, three staff members from the Australian Bureau of Statistics explained the uses of ABS microfiche, and gave demonstrations of data retrieval using online and microfiche formats. SUPERMAP, which contains 1986 Census data, was also demonstrated. All four sessions were well attended by academic staff who were able to see the ways in which the Library was keeping up with the new technology.

Mary Tow
Online Services Librarian
READER ASSISTANCE

The 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 online catalogue, advice about 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.

The new enlarged information desk, which was installed as part of the reconstruction of the Library foyer, proved to be advantageous. Several staff can now be accommodated at one time, facilitating improved service to users. All Information Services staff participated in online catalogue instruction classes, and provided assistance in the use of reference materials.

Gwen McLellan
Faculty Librarian - Arts

INTER-LIBRARY LOANS

The Inter-library Loans staff continued to obtain items from other libraries for academic staff and postgraduate students. Requests from users increased from 6,228 in 1987 to more than 8,000 in 1988. An increased amount of material was requested for loan by other libraries who used the Australian Bibliographic Network to determine the University's holdings.

Support for other Information Services activities was provided especially in loans, reference and reader education. The provision of telex and fax services for the University continued to absorb staff resources.

With the completion of stage three of the Library building, the Inter-library Loans office moved to a new location. After years of cramped, inadequate accommodation, staff were pleased to move into the new office which is adjacent to the Reference Collection.

Gay Antonopoulos
Interlibrary Loans Librarian
NON-BOOK MATERIALS

The Non-Book collection includes music scores, maps, microforms and audio-visual materials. The collection is supervised by the Non-Book Librarian, who assists students and academic staff to use it effectively.

Non-Book services and collections were relocated during the year into the stage 3 of the Library building. The considerable increase in space meant that the different media in the collection could be housed together for the first time for some years. Additional video and compact disc equipment was obtained and a large number of compact discs was added to the music recordings collection. The Non-Book Librarian supervised the loan of Macintosh computers to academic staff. This was a new service introduced on behalf of the Office of Research and Postgraduate Studies.

The Non-Book Librarian represented the University at meetings of audio visual and non-book librarians from universities and colleges throughout N.S.W. In February 1988, the Non-Book Librarian attended the Australian Map Circle Conference at Canberra. Throughout 1988 he was involved as a member of the committee planning the AMC Conference to be held at the University early in 1989.

Keith Gaymer
Non-Book Librarian
CURRICULUM RESOURCE CENTRE

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 staff and students from other facilities particularly those involved in health education and creative arts.

HIGHLIGHTS

Reader education activities were provided for all first year students enrolled in Learning and Teaching Studies. These activities included instruction in the use of audio-visual equipment conducted by members of the academic staff of the Faculty of Education.

Use of the Centre continued to increase. The number of loans grew by 13% and the use of the Reserve Collection grew by 8%. A series of guides was produced to facilitate access to the Centre.

ACTIVITIES

The collection was promoted through displays of new material, reading schemes, theme material and special displays. The Centre was open during External Student week-ends and workshops. On Open Day displays by book distributors and publishers, story telling and access to microcomputers for story writing attracted visitors to the Centre.

Increased awareness and use of the Centre by Diploma of Education students and staff was evident throughout the year. Programmes provided for Diploma of Education (Primary) students were particularly well attended. Special programmes were conducted for mature age and students associated with the Aboriginal Education Unit as part of their orientation programme held 22-27th February, 1988. Introductory tours were given to all new academic staff of the Faculty of Education and to some new Library staff.
A number of in-house data bases were developed to provide quick, reliable reference for enquiries relating to the video collection, non sexist resources, and the contents of the Science as a Process Approach Program. A listing of sound recordings was commenced. The data base of microcomputer software, developed in 1987, continued to be refined and was used as a teaching resource by the Faculty of Education.

The general collection was re-organised to incorporate new material. Series pamphlets and similar materials were housed in coloured, labelled pamphlet boxes. This made re-shelving more efficient, the material more accessible and improved the appearance of the collections. A re-organisation of the video collection was commenced. This allowed some videos, which can be borrowed by students, to be incorporated into the general collection.

Rosemarie Dowe
Curriculum Resources Librarian
STAFF DEVELOPMENT

Staff development continued to be a priority during 1988 and activities increased in both number and scope. The Staff Development Committee met six times during the year. Forty nine staff members participated in some sixty two activities including professional seminars and conferences, in-house workshops, university programmes, job rotations and visits to other libraries. Ten staff members were granted study leave during the year and all were successful in their various undertakings.

Of particular interest was the seminar Library Staff: Library User Interactions. This was designed, in conjunction with a consultant, to address specific issues of concern to University of Wollongong Library staff. The session was a strategy identified to meet one of the Staff Development Committee's objectives for 1988: improving the Library's image.

Other activities coordinated by Committee members included the preparation of a Staff Induction Kit and a programme to improve computer literacy. A number of staff were so enthusiastic about developing word processing skills that they paid for additional sessions and the Library released them to attend during working hours.

Five Staff Development Bulletins were issued during the year to keep staff informed about activities. The convenor of the Staff Development Committee, Felicity McGregor, was asked to chair the University's Staff Training and Development Consultative Committee which coordinates all staff development activities for the University's general staff.

Changes in library working conditions were accompanied by further changes in management practices, particularly the participation of staff in organizing the work of the Technical and Circulation Services Division. This involvement was facilitated by the implementation of a Performance Management Programme in September.
Designed to improve communication between staff and supervisors, to help identify training and development needs, and to improve overall performance, the programme received a positive response from most staff. Before the introduction of the programme, all staff attended sessions in small groups conducted by a consultant. The sessions were designed to inform staff of the programme's objectives and to provide an opportunity for discussion of both specific questions and general concerns.

Performance Management Programme interviews were conducted during the latter part of the year. They provided staff and supervisors with opportunities to discuss a broad range of work-related matters. In particular, the interviews provided additional information on staff training and development needs.

Felicity McGregor
Convenor,
Staff Development Committee
STAFF ACTIVITIES

Carole Alcock
* Government Publications Cataloguing workshop - RMIT, Melbourne : 8 June
* Visit to La Trobe University Library : 9 June
* Visit to government publication librarians - Sydney : 29 June
* Automation and Organizational Change in Technical Services seminar - LAA, Sydney : 25 July
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* Women and the Power of Managing Information seminar - LAA, Sydney : 27 August
* LAA Biennial Conference - Sydney : 28 - 30 August
* Government Publications and Collection Development in the South Pacific Area seminar - Canberra : 5 - 7 September
* Positive Discipline Management - University : 11 October
* Electronic Storage and the Future of Collections lecture, M. Buckland - LAA, Sydney : 2 November
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Designing Future Library Services - LAA, Sydney : 11 November
* Managing Yourself and Others workshop - LAA, Sydney : 25 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Helen Andrews
* Member, University of Wollongong Workplace Committee, Public Service Association NSW
* Union Representatives stage 1 - Trade Union Training Authority : 10 - 12 February
* Introduction to the PALS Library System workshop - Library 14 March
* Introduction to Word processing - Library : 23 June
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* ERIC on CD demonstration - Library : September
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December
Gay Antonopoulos
* Introduction to the PALS Library System workshop - Library 14 March
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* ERIC on CD demonstration - Library : September
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Sharat Arora
* Time Management workshop, B. Palfrey - Library : 15 February
* Introduction to the PALS Library System workshop - Library 14 March
* Systems Error Report training - Library : April-May
* Cataloguing of Incunabula, R. Rando - Library : 15 June
* ABN Users' Group (NSW) meetings : 14 April, 12 July.
* Automation and Organizational Change in Technical Services seminar - LAA, Sydney : 25 July
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* GRAVITY products demonstration, Office of Library Cooperation, Sydney : 23 August
* Basic Management Institute - AIMA, Sydney : 4 to 7 October
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Janet Barnes
* Introduction to the PALS Library System workshop - Library 14 March
* Effective Communication Skills course - University : 2,9,16,23 May
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* Safety in the Workplace - University : 2 September
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December
Elizabeth Brand
* Introduction to the PALS Library System workshop - Library 14 March
* Positive Discipline Management workshop - University : 4 May
* Selection Techniques course - University : 10 - 11 May
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* ERIC on CD demonstration - Library : September
* Selection Techniques course - University : 8 to 9 November
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Cheryl Brindle-Jones
* Introduction to the PALS Library System workshop - Library 14 March
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Helen Bow
* Presenter, PALS Library System demonstration - Macquarie University : 27 June
* UNIVAC 1100 training - UNISYS, Sydney : 24 to 25 August

Neil Cairns
* Time Management workshop, B. Palfrey - Library : 15 February
* Introduction to the PALS Library System workshop - Library 14 March
* Presenter, PALS Library System demonstration - Macquarie University : 27 June
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* GRAVITY products demonstration - Office of Library Cooperation, Sydney : 23 August
* UNIVAC 1100 training - UNISYS, Sydney : 24 to 25 August
* LAA Biennial Conference - Sydney : 28 - 30 August
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December
Petra Carpenter
* Member, Library Staff Development Committee - University of Wollongong
* Introduction to the PALS Library System workshop - Library 14 March
* Cataloguing of Incunabula, R. Rando - Library : 15 June
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Kath Cave
* Effective Communication Skills course - University : 2, 9, 16, 23 May
* Introduction to Wordprocessing - Library : 23 June
* Finance Office Procedures - University : 28 July
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* ERIC on CD demonstration - Library : September
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Michelle Chilby
* Introduction to the PALS Library System workshop - Library 14 March
* Introduction to the University - University : 8 June
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* ERIC on CD demonstration - Library : September
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Career Development workshops - University : 11, 18, 25 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December
Meg Dains
* Member, Library Staff Development Committee - University of Wollongong

* Time Management workshop, B. Palfrey - Library : 15 February
* Introduction to the PALS Library System workshop - Library 14 March
* Positive Discipline Management workshop - University : 4 May
* Dialog data base searching instruction - Insearch, Sydney: 5 May
* Evolving Technologies seminar - LAA, Sydney : 25 May
* ABN as an Inquiry Facility workshop - Library : 1 to 12 August (8 one hour sessions)
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* Australis data base searching training - Sydney : 19-20 September
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Designing Future Library Services - LAA, Sydney : 11 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Dianne DeFaveri
* Introduction to the PALS Library System workshop - Library 14 March
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* ERIC on CD demonstration - Library : September
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Gayle DeFaveri
* Introduction to the PALS Library System workshop - Library 14 March
* Effective Communication Skills course - University : 2,9,16,23 May
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Career Development workshops - University : 11, 18, 25 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December
Lois De Graaff
* Introduction to the PALS Library System workshop - Library 14 March
* Effective Communication Skills course - University : 2, 9, 16, 23 May
* Secondment to TAFE, Shellharbour : 6 June to 5 August
* ERIC on CD demonstration - Library : September
* Secondment to Student Services : 5 September to 31 December

Lorraine Denny
* Introduction to the PALS Library System workshop - Library 14 March
* Effective Communication Skills course - University : 3, 10, 17, 24 August
* Introduction to Performance Management workshop, B. Palfrey - Library : 18 August
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Rosemarie Dowe
* Member, Executive Committee LAA South Coast Branch
* Time Management workshop, B. Palfrey - Library : 15 February
* Introduction to the PALS Library System workshop - Library 14 March
* Library catalogue on CD-ROM meeting - CLANN, Sydney : 9 May
* Evolving Technologies seminar - LAA, Sydney : 25 May
* Delegate - CLANN annual general meeting - Sydney : 29 May
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* LAA Biennial Conference (information desk staffing) - Sydney : 29 August
* Library Image Evaluation workshop, F. McGregor - Library : 14 December
Marilyn Edmond
* Presenter, Introduction to the PALS Library System workshop - Library 14 March
* Time Management workshop, B. Palfrey - Library : 15 February
* Presenter, PALS Library System demonstration - Monash University : 26-27 April
* Library catalogue on CD-ROM meeting - CLANN, Sydney : 9 May
* Presenter - PALS library system training - University of Queensland : 29 May to 1 June
* Evolving Technologies seminar - LAA, Sydney : 25 May

Pam Epe
* Introduction to the PALS Library System workshop - Library 14 March
* Selection Techniques course - University : 10 - 11 May
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* ERIC on CD demonstration - Library : September
* Improving the Library's Image workshop, L Bohm - Library : 2 November

Keith Gaymer
* Australian Map Circle Conference, Canberra : 15 - 16 February
* Introduction to the PALS Library System workshop - Library 14 March
* Tertiary Audio-visual Librarians' Group meetings, Sydney : 29 April, 25 November
* Selection Techniques course - University : 10 - 11 May
* ABN as an Inquiry Facility workshop - Library : 1 to 12 August (8 one hour sessions)
* Safety in the Workplace workshop - University : 2 September
* ERIC on CD demonstration - Library : September
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Audio-Visual Materials Conservation workshop - Sydney : 24 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December
Raji George
* Introduction to the PALS Library System workshop - Library 14 March
* ERIC on CD demonstration - Library : September
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* Improving the Library's Image workshop, L. Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Neil Grant
* Time Management workshop, B. Palfrey - Library : 15 February
* Introduction to the PALS Library System workshop - Library 14 March
* Positive Discipline Management workshop - University : 4 May
* Co-operative Borrowing seminar - LAA, Sydney : 12 May
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* LAA Biennial Conference - Sydney : 28 - 30 August
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Hanif Haniffa
* Introduction to the PALS Library System workshop - Library 14 March
* Cataloguing of Incunabula, R. Rando - Library : 15 June
* Non-Book Cataloguing workshop - Sydney : 7 July
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* Retirement Planning seminar - University : 9 September
* ERIC on CD demonstration - Library : September
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Retirement and Superannuation seminar - University : 2 December
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Kay Harney
* Introduction to the PALS Library System workshop - Library 14 March
* Improving the Library's Image workshop, L Bohm - Library : 2 November
Rod Higham
* NSW ABN Users' Group meetings - Sydney : 8 September, 1 December
* Introduction to the PALS Library System workshop - Library : 14 March
* Cataloguing of Incunabula, R. Rando - Library : 15 June
* Presenter, ABN as an Inquiry Facility workshop - Library : 1 to 12 August (8 one hour sessions)
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* ERIC on CD demonstration - Library : September
* Improving the Library's Image workshop, L. Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Allison Hill
* ERIC on CD demonstration - Library : September

Deirdre Jewell
* Online 88 Conference - Sydney : 20 - 21 January
* Introduction to the PALS Library System workshop - Library : 14 March
* Effective Communication Skills course - University : 2, 9, 16, 23 May
* Advanced Dialog data base searching instruction - Sydney : 3 May
* Selection Techniques course - University : 10 - 11 May
* ABN as an Inquiry Facility workshop - Library : 1 to 12 August (8 one hour sessions)
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Mary Leonard
* Introduction to the PALS Library System workshop - Library : 14 March
* Basic Cataloguing course - CLANN, Sydney : 20 to 22 June
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December
Jane Lepp
* Introduction to the PALS Library System workshop - Library 14 March
* Introduction to Wordprocessing - Library : 23 June
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* Improving the Library’s Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Annabel Lloyd
* Convenor, Sydney Branch Australian Society of Archivists
* Introduction to the PALS Library System workshop - Library 14 March
* Visit to University of Adelaide Archives : 18 March
* Delegate - University and College Archives meeting - Brisbane : 2 June
* Delegate - Australian Council of Archives - Brisbane : 3 June
* Effective Communication Skills course - University : 3,10,17,24 August
* Introduction to Performance Management workshop, B. Palfrey - Library : 18 August
* Improving the Library’s Image workshop, L Bohm - Library : 2 November
* Visit to University of NSW archives : 9 December
* Visit to Macquarie University archives : 12 December
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Ruth Lotze
* Time Management workshop, B. Palfrey - Library : 15 February
* Introduction to the PALS Library System workshop - Library 14 March
* ABN as an Inquiry Facility workshop - Library : 1 to 12 August (8 one hour sessions)
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* ERIC on CD demonstration - Library : September
* Improving the Library’s Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December
Felicity McGregor
* Member, University Council - University of Wollongong
* Member, University Council Administrative Committee - University of Wollongong
* Convenor, Library Staff Development Committee - University of Wollongong
* Convenor, Staff Training and Development Consultative Committee - University of Wollongong

* Time Management workshop, B. Palfrey - Library : 15 February
* Introduction to the PALS Library System workshop - Library 14 March
* Visit to the University of Queensland : 30 March
* Managing Grievances :
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* LAA Biennial Conference - Sydney : 28 - 30 August
* Visit to staff development officers ANU and NLA - Canberra : 29-30 September
* Improving the Library’s Image workshop, L Bohm - Library : 2 November
* Visit to Macquarie University Library : 30 November
* Presenter - Library Image Evaluation workshop - Library : 14 December

Gwen McLellan
* Introduction to the PALS Library System workshop - Library 14 March
* Selection Techniques course - University : 29,30 June
* ABN as an Inquiry Facility workshop - Library : 1 to 12 August (8 one hour sessions)
* Effective Communication Skills course - University : 3,10,17,24 August
* Introduction to Performance Management workshop, B. Palfrey - Library : 18 August
* ERIC on CD demonstration - Library : September
* Retirement and Superannuation seminar - University : 2 December
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Annette Moon
* Introduction to the PALS Library System workshop - Library 14 March
* Introduction to Wordprocessing - Library : 23 June
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* Improving the Library’s Image workshop, L Bohm - Library : 2 November
* Career Development workshops - University : 11, 18, 25 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December
Marion Pain
* Introduction to the PALS Library System workshop - Library 14 March
* Conflict Management workshop : 3 June
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* ERIC on CD demonstration - Library : September
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Joan Phillips
* Member, University of Wollongong Workplace Committee, Public Service Association NSW
* Member, Library Staff Development Committee - University of Wollongong

* Online 88 Conference - Sydney : 19 January
* Union Representative Stage 1 - Trade Union Training Authority : 10 - 12 February
* Presenter, Introduction to the PALS Library System workshop - Library 14 March
* Ausinet data base searching instruction - Insearch, Sydney : 6 April
* Effective Communication Skills course - University : 2,9,16,23 May
* Selection Techniques course - University : 10 - 11 May
* Basic Typing Skills course - University : 8 - 9 June
* Australian Bureau of Statistics training - Sydney : 28 June
* ABN as an Inquiry Facility workshop - Library : 1 to 12 August (8 one hour sessions)
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* Dialog data base searching instruction - Insearch, Sydney : 25 October
* Visit to Australian Graduate School of Management - Sydney : 26 October
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Designing Future Library Services - LAA, Sydney : 11 November
* Retirement and Superannuation seminar - University : 2 December
* Library Image Evaluation workshop, F. McGregor - Library : 14 December
Nina Pierro
* Introduction to the PALS Library System workshop - Library: 14 March
* Introduction to Performance Management workshop, B. Palfrey - Library: 17-18 August
* ERIC on CD demonstration - Library: September
* Library Image Evaluation workshop, F. McGregor - Library: 14 December

Sheree Pupovac
* Introduction to the PALS Library System workshop - Library: 14 March
* Cataloguing of Incunabula, R. Rando - Library: 15 June
* Automation and Organizational Change in Technical Services - LAA, Sydney: 25 July
* Effective Communication Skills course - University: 3, 10, 17, 24 August
* Introduction to Performance Management workshop, B. Palfrey - Library: 18 August
* Improving the Library's Image workshop, L Bohm - Library: 2 November
* Library Image Evaluation workshop, F. McGregor - Library: 14 December

Rita Rando
* Member, University of Wollongong Workplace Committee, Public Service Association NSW
* Member, Library Staff Development Committee - University of Wollongong
* Online 88 Conference - Sydney: 19 January
* Union Representatives Stage I - Trade Union Training Authority: 10 - 12 February
* Introduction to the PALS Library System workshop - Library: 14 March
* Evolving Technologies seminar - LAA, Sydney: 25 May
* Presenter - Cataloguing of Incunabula - Library: 15 June
* Non-Book Cataloguing workshop - Sydney: 7 July
* Music Cataloguing workshop - Sydney: 21 July
* Conservation of Audio-Visual Materials workshop - Sydney: 21 July
* Effective Communication Skills course - University: 3, 10, 17, 24 August
* Introduction to Performance Management workshop, B. Palfrey - Library: 18 August
* LAA Biennial Conference - Sydney: 27-28 August
* Improving the Library's Image workshop, L Bohm - Library: 2 November
* Designing Future Library Services - LAA, Sydney: 11 November
* Library Image Evaluation workshop, F. McGregor - Library: 14 December
Jenny Ross
* Member, Acquisitions Group - Australian Advisory Council for Bibliographic Services, NSW
* Member, Library Staff Development Committee - University of Wollongong
* Time Management workshop, B. Palfrey - Library : 15 February
* AACOBS NSW Acquisitions Group meetings - Sydney : 22 February, 20 June, 5 December
* Introduction to the PALS Library System workshop - Library 14 March
* Positive Discipline Management workshop - University : 4 May
* Evolving Technologies seminar - LAA, Sydney : 25 May
* Automation and Organizational Change in Technical Services - LAA, Sydney : 25 July
* Finance Office Procedures - University : 28 July
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* GRAVITY products demonstration - Office of Library Cooperation, Sydney : 23 August
* RLG Conspectus and Collection Evaluation - LAA, Sydney : 27 August
* ERIC on CD demonstration - Library : September
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Electronic Storage and the Future of Collections lecture, M. Buckland - LAA, Sydney : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

June Sassall
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* ERIC on CD demonstration - Library : September
* Improving the Library's Image workshop, L. Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Saad Sefein
* Introduction to the PALS Library System workshop - Library 14 March
* Cataloguing of Incunabula, R. Rando - Library : 15 June
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Retirement and Superannuation seminar - University : 2 December
* Library Image Evaluation workshop, F. McGregor - Library : 14 December
John Shipp
* Member, Academic Senate - University of Wollongong
* Member, Planning and Development Committee - University of Wollongong
* Member, Computing Policy Committee - University of Wollongong
* Member, Disabilities Committee - University of Wollongong
* Member, Australian Advisory Council for Bibliographic Services, NSW
* Member, Office of Library Cooperation
* Representative, Illawarra Heritage Committee
* Developments in OPACs lecture, Charles Hildreth - Office of Library Cooperation, Sydney : 18 January
* University of Wollongong Planning Conference : 21-23 February
* AACOBS, NSW Committee meetings - Sydney : 9 February, 19 April, 21 June, 16 August, 25 October, 20 December
* Office of Library Cooperation meetings - Sydney : 9 February, 19 April, 21 June, 16 August, 25 October, 3 November, 20 December
* Committee of Australian University Librarians meeting - Canberra : 29 April
* Introduction to the PALS Library System workshop - Library 14 March
* Visit to the University of Queensland : 30 March
* LAA Biennial Conference - Sydney : 28 - 30 August
* IFLA Conference - Sydney : 31 August to 2 September
* Counselling Skills workshop - University : 5 September
* Managing Continuity workshop, Dr. R. Bacchetti - University : 11 September
* Australian Library Summit - Canberra : 17-19 October
* Committee of Australian University Librarians meeting - Newcastle : 11 November
* Visit to Macquarie University Library : 30 November

Wendy Shoulder
* Introduction to the PALS Library System workshop - Library 14 March
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* ERIC on CD demonstration - Library : September
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December
Carol Stiles
* Introduction to the University - University : 8 June
* ABN as an Inquiry Facility workshop - Library : 1 to 12 August (8 one hour sessions)
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* LAA Biennial Conference - Sydney : 28 - 30 August
* Australis data base searching instruction - Canberra : 22-23 September
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Liza Stuart
* Introduction to the University - University : 8 June
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* ERIC on CD demonstration - Library : September
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Mary Tow
* Developments in OPACs lecture, Charles Hildreth - Office of Library Cooperation, Sydney : 18 January
* Online 88 Conference - Sydney : 20 - 21 January
* Time Management workshop, B. Palfrey - Library : 15 February
* Introduction to the PALS Library System workshop - Library 14 March
* Positive Discipline Management workshop - University : 4 May
* Evolving Technologies seminar - LAA, Sydney : 25 May
* Conflict Management workshop - University : 3 June
* ABN as an Inquiry Facility workshop - Library : 1 to 12 August (8 one hour sessions)
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* Presenter - ERIC on CD demonstration - Library : September
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December
William Trueman
* Introduction to the PALS Library System workshop - Library 14 March
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* ERIC on CD demonstration - Library : September
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Retirement and Superannuation seminar - University : 2 December
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Maria Vandenbrink
* Introduction to the PALS Library System workshop - Library 14 March
* Fundamentals of Report Writing course - Australian Institute of Management, Wollongong : 11 - 12 April
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* ERIC on CD demonstration - Library : September
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Ellie Van Leeuwen
* Introduction to the PALS Library System workshop - Library 14 March
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* ERIC on CD demonstration - Library : September
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Retirement and Superannuation seminar - University : 2 December
* Library Image Evaluation workshop, F. McGregor - Library : 14 December

Gwen Vardareff
* Introduction to the PALS Library System workshop - Library 14 March
* Effective Communication Skills course - University : 2,9,16,23 May
* Introduction to Wordprocessing - Library : 23 June
* Introduction to Performance Management workshop, B. Palfrey - Library : 17-18 August
* Improving the Library's Image workshop, L Bohm - Library : 2 November
* Career Development workshops - University : 11, 18, 25 November
* Library Image Evaluation workshop, F. McGregor - Library : 14 December
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 (on leave 1988)
Kath Cave
Lorraine Denny (from May)
Jan Fletcher  BA (on leave 1988)
Lois de Graaff  BA, ALAA
Bernadette Stephens
William Trueman
Ellice Van Leeuwen
SERIALS

Serials Librarian
Neil Cairns BA, Dip Lib (to 25 September)
Carole Alcock (Acting from 10 June)

Cheryl Brindle-Jones
Kay Harney BA (retired 1 November)
Anne McMahon (on leave 1988)
Liza Stuart
Maria Vandenbrink BA

CATALOGUING

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

Petra Carpenter
Hanit Hanifia BA, Dip Lib, AIAC
Pty Higginham BA
Josephine Jordon
Shereen Pupovac AIAC
Rita Rand BA, Dip Ed
Leoli Rose
Karen Samways
Sadie Sefol SA, AIAC

LOANS

Loans Librarian
Neil Grant BA, Dip Lib

Liz Brand
Michelle Chilby (from April)
Dianne DeFaver
Gayle DeFaver
Pat Eede BA, AIAC
Allison Hall (from September)
Allison Hill
Jane Lepp
Gwen Newill
Ted Mitchell (retired 7 July)
Annette Moon
Marion Pain
Norbert Peally
INFORMATION SERVICES

Reader Services Librarian
Ruth Lotze  BA

Online Services and Education Faculty Librarian
Mary Tow  BA, ALAA

Reader Education and Engineering Faculty Librarian
Meg Dains  MA, ALAA

Faculty Librarians
Deirdre Jewell  BA, Dip Lib (Science)
Gwen McLellan  BA, BEd, ALAA (Arts)
Joan Phillips  BA, ALAA (Commerce)
Carole Stiles  (Arts) (from May)

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  (retired 7 July)
Mary Leonard

ARCHIVES

Archivist
Annabel Lloyd  BA, Dip Inf Management (Archives)

Tony Hassan

SYSTEMS

Systems Librarian
Marilyn Edmond  BA, ALAA (resigned 10 June)
Neil Cairns  BA, Dip Lib (from 26 September)

Sue Seider  BA, Dip Ed, ALAA (on leave from 1 June)
### STATISTICS

#### BOOK STOCK

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#### LOANS

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#### INTERLIBRARY LOANS

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