The hope increase in the use of Library services that occurred during 1984, was not repeated in 1985. Nevertheless, a modest growth in use was recorded. The number of visits to the Library has risen from around 330,000 in 1982 to almost 579,000 in 1986.

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INTRODUCTION

The huge increase in the use of Library services that occurred during 1984, was not repeated in 1985. Nevertheless, a modest growth in use was recorded. The number of visits to the Library has risen from around 330,000 in 1982 to almost 576,000 in 1985.

Pressure on space continued in 1985, but progress was made toward the planning of a major extension to the Library building. An examination of the results of the surveys of new students from Sydney Metropolitan High Schools showed the inadequacy of the present building in relation to student needs. An extension has been approved and will add in excess of 3,500 sq. metres of floor space. The existing building will be re-arranged to improve the overall use of space in the expanded Library.

Further progress has been made to reduce the amount of time taken to catalogue newly acquired material. In addition, the heavily used material from the ex-Institute of Education library was incorporated into the main sequences.

The decline in value of the Australian dollar during 1985 had a major impact on purchasing power. Continuing commitment to serial publications took an increased proportion of the bookvote. Subscriptions to a number of serial publications were cancelled in an attempt to control spending. This strategy was only partially successful. Against this background, the expansion of the University created a demand for new titles which it was not possible to fulfill. The situation is unlikely to improve in 1986 and further cuts in serials titles are likely.

Planning for the introduction of a new library computer system also took place. It was hoped to have the first module of the system operational in 1985. Delays with the supply of both hardware and software were experienced.

One of the recommendations of the Working Party on Library Development, which reported in 1984, was that a new management structure should be brought into operation. The first stage, which involved the appointment of a Technical and Circulation Services Librarian, was achieved. This provided the opportunity to review the work of the Cataloguing and Acquisitions departments. Some job rotation occurred and further integration is planned.
TECHNICAL AND CIRCULATION SERVICES

The appointment of Felicity McGregor as Technical and Circulation Services Librarian in April provided the opportunity to review and rationalize the work of both Acquisitions and Cataloguing. Using staff from both departments, various backlogs in Cataloguing were eliminated and thousands of unprocessed donations were checked and entered into the on-line catalogue. This permitted the reorganisation of the Technical Services work area providing a general improvement in the area's appearance and air flow. In order to facilitate the review of Acquisitions and Cataloguing, the Circulation section remained part of Reader Services during 1985.

Ergonomic furniture and exercise programmes were introduced at the same time. The exercises are designed to prevent the build-up of muscle tension which are believed to contribute to the occurrence of repetitive strain injury.

Since the bookvote was committed unusually early some staff from the Acquisitions department were able to help recatalogue items from the former Wollongong Institute of Education library collection. By the end of the year substantial progress had been made towards completing this project. Later in the year when Acquisitions commenced processing orders for 1986, the Cataloguing staff assisted with checking and verifying requests for purchase.

ACQUISITIONS

Jenny Ross was appointed Acting Acquisitions Librarian and Carolyn Norris became Acting Serials Librarian in April.

Once again, it was necessary to reduce the number of serial subscriptions taken by the Library. The devaluation of the Australian dollar, together with anticipated price rises, forced the Library to attempt to reduce expenditure on library materials. Devaluation alone reduced the purchasing power of the bookvote by around 20%, compared with 1984. The cost of serials subscriptions, which was $330,000 in 1984, was $431,058 in 1985. Even taking into account savings of $25,000 due to serials cancellations, and a reduction in the amount spent on monographs, the bookvote was overspent by $53,695. This amount was reduced by a transfer of $10,000 from housekeeping funds.
As in 1984, no new subscriptions were purchased, with the exception of those for nursing, which were obtained through a special grant. Some other departments used housekeeping funds to purchase serial subscriptions. Funds available for monograph and non-book material purchase were less than in any year since 1981. The binding allocation remained at the 1984 level despite increases in the contract rates.

The collection of music scores and sheet music was expanded and a number of large sets of microfilm and microfiche was added to the microform monograph collections. Video recordings, especially those to support nursing courses, were also added to the collection. A large number of maps, donated by the N.S.W. Central Mapping Authority, significantly improved the map collection.

There were two major donations to the Library in 1985. Professor Henry Mayer from the University of Sydney made a substantial donation of books and serials. Included in the donation was a large number of pamphlets relating to the political history of Australia. Mr Luigi Strano of Mount Wilson donated three valuable books, one of which was a 1582 edition of Boccaccio’s *Decameron*.

In June, there was a redistribution of workload from the Finance Office to the Library. The Acquisitions department took responsibility for all aspects of the invoicing function up to, but not including, the data entry of invoices for purchases from the book vote. This transfer of duties resulted in more streamlined processing of Library invoices.

**CATALOGUING**

In April, as part of the general restructuring of the Library management structure, a number of changes occurred in the Cataloguing Department. Sharat Arora returned to the position of Chief Cataloguer and Marilyn Edmond assumed the post of Systems Librarian.

The Library has been a user of the Australian Bibliographic Network since 1982. Despite the unavailability of the service, due to a fire at the National Library earlier in the year, and to some recent technical problems, ABN has played a central part in increasing cataloguing productivity. The resources of the Network were used to recatalogue 3,500 titles from the former Wollongong Institute of Education library. The recataloguing project had virtually stagnated since the amalgamation of the two institutions in May 1982. The remaining 15,000 titles in the collection are expected to be included in the data base by June 1986.
Despite this additional work load and a reduction in the number of cataloguing staff, the output of the department increased by 14% over the previous twelve months. More titles were catalogued in 1985 than in any year since 1981.

In preparation for the implementation of the automated library system, the entire shelf list was checked so that holdings information could be keyed accurately. This was laborious but the cataloguing staff completed the task in less than six weeks. The shelf list was sent to a contractor for keying in November.

**READER SERVICES**

The dramatic increase in use of the Library experienced in 1984 was not repeated in 1985. The number of users entering the Library was up by 4% on 1984 figures compared with an increase of 20% from 1983 to 1984. Pressure on Library services remained apparent. The inadequacies of the present building became more noticeable as user demands increased. These demands derived particularly from the large group of students who had enrolled for the first time in 1984. More complex enquiries and requests were received also from external students. Noise continued to be a problem and frequent patrols were necessary to maintain a reasonable working environment.

**INTERLIBRARY LOANS**

Both incoming and outgoing inter-library loan requests increased by more than 20% during the year. The continued increase in requests from other libraries can be attributed to our increased contribution to the Australian Bibliographic Network. The increase in the number of outgoing requests reflected a growing inability to satisfy requests from local stock, in addition to some recovery from the effects of an earlier decision to make a charge for inter-library loans when they exceeded a predetermined limit.
READER EDUCATION

Tutorials in the use of library resources were given to students taking 100-level courses in English, Economics, Education, History, History & Philosophy of Science, Metallurgy, Nursing, Physics, Psychology, Sociology and Creative Arts. All reference staff were involved in the 100-level tutorial programme and in the conduct of tours included in the orientation programme run by the Counselling Centre. A total of 480 students participated in the orientation tours. Later year, honours and postgraduate students in Economics, Education, Electrical Engineering, Mechanical Engineering, English, History & Philosophy of Science, and Psychology received more advanced and specialised bibliographic instruction.

Tours of the library were conducted for groups from local secondary schools and for participants in occupational health and safety courses conducted by the trade union movement. Induction courses were introduced for new University staff during 1985. The Library conducted brief tours for general staff and more intensive introductions for academic staff.

NON-BOOK MATERIALS

The development of the Non-book section remained unsatisfactory despite considerable increases to the music score and microform collections. Hundreds of maps donated by the New South Wales Central Mapping Authority were processed and included in the map collection.

Equipment continued to be a problem. Some equipment breakdowns occurred, often due to the age of the equipment. Many of the microfilm and microfiche readers in the library are 10 years old. They give reasonable service but have reached the end of their service lives. This is particularly true of the reader/printers. A Beta type video cassette player was located in the Library but the facilities for using video equipment remain substandard.

The major problem related to space. Map collection storage is at its limit and there is insufficient space in which to properly examine the maps. The physical fragmentation of the non-book collection limited the effectiveness of services to users. The space problems will be rectified when stage three of the Library building is completed.

Two leaflets, *Your guide to Non-Book and Special Materials* and *Your guide to Newspapers* were published during the year.
CIRCULATION

Loans from the serial and monograph collections rose by only 2% and Reserve loans increased by 5%. Faculty of Commerce students were again the most prolific borrowers of Reserve materials and Accountancy students formed the largest departmental group.

Working conditions at both the Main Desk and in the Reserve room were subject to constant pressure but staff continued to provide high levels of service. Unfortunately no relief could be provided. Improvement in physical facilities will not be possible until the Library foyer is altered early in 1987.

Borrowing privileges were discussed in 1985 and it was decided to extend loan facilities to members of the Friends of the University. The Office of Library Cooperation drew up the final details of a reciprocal borrowing scheme for post-graduate students and academic staff of universities and Colleges of Advanced Education in New South Wales. A proposal to extend reciprocal borrowing privileges to undergraduates was considered, but was deferred until the new computerised loan system is brought into operation.

COPYING SERVICE

Arrangements were made during 1985 to introduce an electronic card system to pay for photocopies. The 'smart cards' replaced the token system and eliminated a considerable amount of staff effort and frustration. The OCE photocopiers introduced in 1984 continued to operate efficiently and with few breakdowns. More than two million copies were made by students.
Throughout 1985, the resources of the University Archives were restricted to the maintenance of basic services. Use of the research collection rose by 16% and the utilisation of the University records increased by 8%. The secondment of the Archivist to other duties continued and most of the procedural work was undertaken by the typist. Due to the sudden death of a staff member, the Archives Office was not staffed during November and December.

Active solicitation of research records was not possible but additions to the collection were received from several agencies including WIN TV. Records were returned at the request of the donors to the Australasian Meat Industry Employees' Union branches in Queensland and Victoria. Records of the late E. V. Elliott, former secretary of the Seamen's Union, were returned at the request of his family.

Many of the researchers who used the Archives were members of the local community. Most of the community researchers pursued genealogical or local history topics. The deposit of NSW Archives Authority material on microfilm continued and was heavily used. Material received during 1985 included copies of the NSW Blue Books 1822–1857, convict indents and shipping lists for unassisted immigrants 1854–1880. Further additions to the State Archive deposit are expected in 1986.

The resources of the Archives were used by academic researchers interested in post-war construct, soldier settlements, coal mining, the Communist Party of Australia and the employment of women.

The use of University records was confined mainly to student and staff records. A smaller number of files were retrieved for the Finance Office and academic departments. Records were received from the departments of General Studies, History, Education, and Philosophy. The Finance Office, Staff Office, Central Registry and the University Union also transferred records. Included in the material transferred were records from the Wollongong Institute of Education.

Planned surveys of University records were not accomplished due to insufficient staff resources. The re-organisation of Staff Office records, which commenced in 1984, continued in 1985 but was not completed. The disposal of large amounts of non-archival records will be essential in 1986 as storage space in the repositories is exhausted. The lack of shelving has resulted in material being stacked on the floor and a consequent reduction in control over records. Restricted access to the repositories hinders the provision of service to users and reduces the ability of staff to provide the level of service desired.
CURRICULUM RESOURCES CENTRE

The Planning and Development Committee considered the funding of the Centre and resolved that, from 1986 onward, it would be funded through the Library by means of a separate, nominated vote.

Use of the Curriculum Resources Centre increased again in 1985. Statistics for normal loans showed a 20% increase, compared with the same period in 1984. Reserve Collection use was up by 55%. Comparatively low use of the Centre on Saturdays, and the need to concentrate staff resources on servicing busier periods, resulted in the closure of the Centre at weekends. Special arrangements were made to provide services for external students on orientation weekends, and for a number of other special events.

Reader assistance classes were given to all Bachelor of Education students as part of their Teaching, Theory and Practice programme and classes were held for all Diploma of Education students.

COMPUTER SYSTEMS

Late in 1984, the University tendered for new computer equipment for both the Library and the Administration. An IBM System 38 computer was purchased, with library software being supplied by STOWE Computing Australia. It was hoped to have the circulation and cataloguing subsystems available in the 1985 academic year. This proved not to be possible, due to delays in the provision of both hardware and software.

BUILDING EXTENSIONS

The present building was erected in two stages. The first stage was occupied in 1971 and stage 2 in 1976. The building has a usable floor area of 4,642 square metres. About 512 reader places are provided.

Construction of stage 3 was planned during 1985 and is scheduled for completion in December 1987. The extension will add 3,584 square metres of usable floor area. Considerable alteration will occur to the ground floor of the existing building to improve the efficiency of the building.
The design of stage 3 was affected by the constraints imposed by the existing building. Stages 1 and 2 were intended to form the podium of a multi-storey stack building. Since construction of the earlier stages, there have been significant changes in the philosophy of library design. The present building layout is not readily adaptable for changes in functions without considerable expense.

In briefing the architects, it was stressed that a minimum of 3,500 square metres had to be provided within the $4 million budget. The budget has been indexed for inflation and is now approximately $4.75 million. The architects were asked also to take account of the following factors:

1. That stage 3 should be in a building form aesthetically consistent with the existing building.
2. That the optimum shape for a library, consistent with maximized functional efficiency, is square.
3. That the structural grid should yield a clear space between columns to suit the standard library shelving module.
4. That the high use functional areas should be located at ground or first floor level.
5. That the library should not be more than three storeys high.
6. That the library should have a pervading sense of light.
7. That study facilities within the Library should provide spaces ranging from quiet individual study carrels through to sound insulated group study areas.
8. That as far as practical functional areas which require enclosure for sound or security reasons should be kept to the perimeter of the building.
9. That the structural design loadings should be consistent throughout to allow total flexibility for future book stack arrangements.
10. That staff work areas should take into account ergonomic principles.
11. That the design allow maximum flexibility of use so that new technology can be introduced without major changes to the building structure or services.

When complete the Library will provide 1,200 reader places including provision for 200 computer terminals. Book storage will be increased to 600,000 volumes. There will be improved facilities for photocopying, non-book materials, reader instruction and staff work areas.
STAFF MEMBERS

ADMINISTRATION

Howard Petrie BSc, MSc, M.I.Inf.Sci (University Librarian)
John Shipp BA, Dip Ed, Dip Archive Admin (Executive Officer)
Wendy Shoulder (University Librarian's Secretary)

TECHNICAL & CIRCULATION SERVICES

Felicity McGregor BA, Dip Lib, ALAA (Technical & Circulation Services Librarian)

Acquisitions

Jenny Ross BA, ALAA (Acting Acquisitions Librarian)
Carolyn Norris BA, ALAA (Acting Serials Librarian)
Wendy Barrett BA, ALAA
Lois De Graaff BA, ALAA
Jan Fletcher BA
Ellice Van Leeuwen
Maria Vandenbrink BA
Robyn Dryden BA (to 3 May 1985)
Kay Harney BA
Anne McMahon
Gianna Provenzano (from 27 June 1985)
William Trueman
Helen Andrews
Janet Bitter
Cheryl Brindle—Jones

Cataloguing

Sharat Arora MA, MLS, Dip LibSci, Dip Russian (Chief Cataloguer)
Hanif Haniffa BA, Dip Lib, ALAA
Saad Sefein BA, ALAA
Denise Stevens BA, ALAA
Rod Higham BA
Jane Ferguson BA
Sheree Pupovac ALAA
Rita Rando BA, Dip Ed
Gwen Dent
Josephine Jordan
Alva O'Keefe
Leonie Ross
Karen Samways
Cathy Edwards (to 9 August 1985)
Circulation

Suzanne Seider BA, Dip Ed, ALAA
Lorraine Denny
Bernadette Stephens
Liz Brand
Dianne DeFaveri
Gayle DeFaveri
Jane Lepp
Ted Mitchell
Marion Pain
Norbert Pauly (from 26 August 1985)
Harry Tuulas (to 27 March 1985)

READER SERVICES

Ruth Lotze BA, ALAA (Reader Services Librarian)

Reference

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

Faculties and On-Line Searches

Mary Tow BA, ALAA (Senior Librarian)

Reader Education

Meg Dains MA, ALAA (Reader Education Librarian)
Joan Phillips BA, ALAA

Inter-Library Loans

<table>
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<tr>
<th>TOTAL</th>
<th>1982</th>
<th>1983</th>
<th>1984</th>
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<tr>
<td>Gay Antonopoulos BA, ALAA</td>
<td>172,656</td>
<td>191,378</td>
<td>209,663</td>
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<tr>
<td>Raji George BA</td>
<td>58,540</td>
<td>95,745</td>
<td>95,192</td>
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<td>June Sassall</td>
<td>111,064</td>
<td>114,110</td>
<td>115,546</td>
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<tr>
<td>Nina Pierro</td>
<td>33,382</td>
<td>45,119</td>
<td>85,163</td>
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<tr>
<td>Entry Rate Count</td>
<td>961,150</td>
<td>161,605</td>
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Non-Book Materials

Keith Gaymner BA, Dip Lib, ALAA

<table>
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<th>TOTAL</th>
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<th>1983</th>
<th>1984</th>
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</thead>
<tbody>
<tr>
<td>Keith Gaymner BA, Dip Lib, ALAA</td>
<td>1,392</td>
<td>1,954</td>
<td>2,389</td>
</tr>
</tbody>
</table>
CURRICULUM RESOURCES CENTRE

Rosemarie Dowe BA, Dip Lib, ALAA (Curriculum Resources Librarian)
Nell Beilby

ARCHIVES

John Shipp BA, Dip Ed, Dip Archive Admin, ALAA (Archivist)
Doris Hobbs (to 1 November 1985)

PUBLICATIONS


## STATISTICS

### BOOKSTOCK

<table>
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<tr>
<th></th>
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<tr>
<td>Monographs</td>
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<td>191,378</td>
<td>208,683</td>
<td>227,988</td>
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<tr>
<td>Serials</td>
<td>80,540</td>
<td>90,785</td>
<td>95,192</td>
<td>99,706</td>
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<tr>
<td>WIE monographs (a)</td>
<td>20,861</td>
<td>20,444</td>
<td>18,709</td>
<td>15,135</td>
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</table>

\[ \text{(a) As monographs from the former Wollongong Institute of Education are recatalogued, they are included in the monographs total.} \]

\[ \text{(b) Includes monographs in microform.} \]

### READER SERVICES

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Monograph loans</td>
<td></td>
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</tr>
<tr>
<td>Undergraduate</td>
<td>109,751</td>
<td>106,431</td>
<td>121,187</td>
<td>124,699</td>
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<tr>
<td>Postgraduate</td>
<td>9,742</td>
<td>10,692</td>
<td>12,186</td>
<td>11,221</td>
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<td>Staff</td>
<td>12,564</td>
<td>11,438</td>
<td>12,168</td>
<td>12,828</td>
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<td>Serials loans</td>
<td>5,644</td>
<td>6,100</td>
<td>6,261</td>
<td>6,630</td>
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<td>TOTAL</td>
<td>137,701</td>
<td>134,661</td>
<td>151,802</td>
<td>155,378</td>
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<td>Reserve loans</td>
<td>33,692</td>
<td>45,118</td>
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<td>Entry gate count</td>
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<td>Interlibrary loans</td>
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<td>Sent</td>
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<tr>
<td>Received</td>
<td>6,527</td>
<td>4,376</td>
<td>3,435</td>
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## CATALOGUING

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<tr>
<th>Year</th>
<th>New titles</th>
<th>Additional copies</th>
<th>Retrospective</th>
<th>Serial titles</th>
<th>Total</th>
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<tbody>
<tr>
<td>1982</td>
<td>10,126</td>
<td>1,196</td>
<td>4,381</td>
<td>227</td>
<td>15,930</td>
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<tr>
<td>1983</td>
<td>17,119</td>
<td>929</td>
<td>471</td>
<td>422</td>
<td>18,941</td>
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<tr>
<td>1984</td>
<td>13,411</td>
<td>1,718</td>
<td>1,735</td>
<td>662</td>
<td>17,526</td>
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<tr>
<td>1985</td>
<td>14,178</td>
<td>1,553</td>
<td>3,574</td>
<td>345</td>
<td>19,650</td>
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### NON-BOOK

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<thead>
<tr>
<th>Year</th>
<th>Titles</th>
<th>Items</th>
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<tr>
<td>1983</td>
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<tr>
<td>1984</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1985</td>
<td></td>
<td></td>
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### Audiocassette
- Titles: 8, 17, 24, 37
- Items: 29, 0, 2, 97

### Audiotapes
- Titles: 0, 0, 0, 0
- Items: 0, 0, 0, 0

### Charts
- Titles: 0, 0, 0, 0
- Items: 0, 0, 0, 0

### Filmstrips
- Titles: 0, 0, 1, 3
- Items: 0, 0, 0, 0

### Kits
- Titles: 10, 20, 2, 9
- Items: 20, 0, 2, 9

### Maps
- Titles: 11, 9, 9, 9
- Items: 11, 0, 0, 0

### Microfiche
- Titles: 15, 622, 222, xx
- Items: 133, 106, 106, 155

### Microfilms
- Titles: 447, 106, 106, xx
- Items: 200, 106, 106, 150

### Music scores
- Titles: 0, 0, 0, 0
- Items: 0, 0, 0, 0

### Motionfilms
- Titles: 0, 0, 3, 4
- Items: 0, 0, 0, 0

### Pictures
- Titles: 0, 0, 0, 0
- Items: 0, 0, 0, 0

### Records (discs)
- Titles: 112, 144, 172, 62
- Items: 172, 172, 172, 104

### Tapes—Slides
- Titles: 0, 0, 40, 356
- Items: 0, 0, 0, 0

### Transparencies—slide
- Titles: 73, 726, 726, 3
- Items: 726, 726, 726, 103

### Transparencies
- Titles: 3, 9, 0, 0
- Items: 9, 9, 9, 103

### Videorecords
- Titles: 30, 17, 17, 10
- Items: 17, 17, 17, 22

### Theses
- Titles: 4, 4
- Items: 4

*Monographs on microform (224) are included in monographs titles.

** Monographs on microform (305) are included in monographs titles.
### ACQUISITIONS

<table>
<thead>
<tr>
<th></th>
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<tr>
<td><strong>Monographs</strong></td>
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<tr>
<td>Orders placed</td>
<td>15,469</td>
<td>11,034</td>
<td>10,594</td>
<td>10,105</td>
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<td><strong>Items received (net)</strong></td>
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<tr>
<td>New titles</td>
<td>12,374</td>
<td>12,727</td>
<td>10,097</td>
<td>9,521</td>
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<td>Additional copies, purchase</td>
<td>440</td>
<td>394</td>
<td>757</td>
<td>584</td>
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<tr>
<td>Additional copies, donation</td>
<td>200</td>
<td>864</td>
<td>903</td>
<td>2,059</td>
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<td>Audio cassettes</td>
<td>340</td>
<td>50</td>
<td>49</td>
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<td>Disc (software)</td>
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<td>1</td>
<td>1</td>
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<td>Filmstrips</td>
<td>17</td>
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<td>Kits</td>
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<td>454</td>
<td>350</td>
<td>144</td>
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**Notes**

a. Includes bound volumes of Institute of Education serials added to the collection.
b. Includes 6,600 volumes donated by the Linnean Society of NSW.
## Archives

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### University Records

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CURRICULUM RESOURCES CENTRE

CATALOGUING

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* In many cases item recorded on the statistics actually represents multiple parts.

CIRCULATION (LOANS)

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