THE UNIVERSITY
OF WOLLONGONG
LIBRARY
ANNUAL REPORT 1981
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The greatest book is not the one whose message engraves itself on the brain ... but the one whose vital impact opens up other viewpoints, and from writer to reader spreads the fire that is fed by the various essences, until it becomes a vast conflagration leaping from forest to forest.

-ROMAIN ROLLAND

Journey Within
Assistance to Library management was given in many ways during 1981, the most official support coming from formal Committees such as the Library Committee of Senate and the Library Advisory Committee.

LIBRARY COMMITTEE OF SENATE.

In 1981 terms of reference and composition of the Library Committee were:

"The Library Committee shall:

recommend to the Academic Senate on the general policy regarding allocation of Library funds and Library development;

advise the University Librarian on the annual allocation of Library funds for monographs, serials, special acquisitions and other information resources among the academic Departments of the University;

advise the University Librarian on the general functioning of the Library;

consider and report on any matter referred to it by the Academic Senate.

Consist of:

- a member elected by and from the members of the Academic Senate who shall be Chairman of the Committee,

- two members elected by and from the students of the University;

- a member from each Faculty, elected by and from the members of each Faculty."
An additional provision is that the Librarian must be in attendance at all meetings and has full rights of audience and debate.

An additional provision is that the Chairman of the Library Committee is empowered to invite, through the University Librarian, members of Library staff to meetings of the Committee in order to facilitate the conduct of the Committee's business."

Membership comprised the following:

Chairman
Associate-Professor L. Viney Department of Psychology

Secretary
Mr. J. Hazell University Librarian

Minutes Secretary
Mrs M. Yatras ) Secretary to the
Mrs W. Shoulder) University Librarian

Members

Faculty of Engineering
Mr. P. F. Loveday Department of Civil and Mining Engineering

Faculty of Humanities
Dr. J. M. Wieland Department of English Literature and Drama

Faculty of Mathematics
Dr. M. Bunder Department of Mathematics

Faculty of Science
Dr. L. F. Smith Department of Physics

Faculty of Social Sciences
Mr. A. Coote Department of Accountancy
(To 3rd June meeting)
Mr. C. R. Horne Department of Sociology
Student Representatives

Mr. F. Brunetti
Mr. J. Hartley

Two ordinary and one special meeting were held during the year with attendance by Academic and Senior Library staff at discussion of specific items. Matters considered by the Committee included the following - Review of the University Library; purchase of new serial titles; Library fines system; reciprocal borrowing; Archives policy; Library automation; activities of the Office of Library Cooperation; Library budget allocations; a combined library to serve the University and the Institute of Education; and cooperation with other libraries. As reported in 1980 no students attended Library Committee meetings although many matters raised were of interest to student users of the Library.

LIBRARY ADVISORY COMMITTEE.

The Library Advisory Committee was established in 1978 with the following terms of reference:

"(a) to advise the Vice-Chancellor on:

(i) the global budget for the Library;

(ii) the staffing establishment for the Library;

(iii) the space needs of the Library;

(iv) the development and coordination of Library administrative arrangements, in inter-action with the University's general administration;

(b) to report on other matters referred to it by the Vice-Chancellor."
The Committee met three times to the 26th May but was disestablished as a consequence of administrative action after the Review of the University Library. Matters considered by the Committee were - Library fines system; reciprocal borrowing; TEC 1982-1984 Report; 1980 reports of Library Divisions; amalgamation with the Institute of Education; 1981 Library budget; holdings of Beilstein; charging for Library services; and the concept of Academic Departmental Libraries.

LIBRARY STAFF EMPLOYED AS AT 31ST DECEMBER, 1981

Senior Librarians

Mr. J. Hazell, B.A., A.L.A.A. University Librarian
Mr. J. Lorenc, B.Sc., A.L.A.A. Associate Librarian
Miss D. R. Dowe, B.A., Dip.Lib., A.L.A.A. Information Services Librarian
Miss R. Lotze, B.A., A.L.A.A. Resources Librarian
Mr. S. Kumar, M.A., M.S.L., Dip.Lib.Sc., Dip. Russian Chief Cataloguer
Mrs M. Dains, B.A., M.A., A.L.A.A. Reader Education Librarian
Ms. F. McGregor, B.A., Dip.Lib. Senior Librarian Resources Division
Ms. M. Edmond, B.A. (Hons.), A.L.A.A. Senior Librarian Cataloguing Division

Librarians

Mrs G. Antonopoulos, B.A., A.L.A.A.
Mr. K. Gaymer, B.A., Dip. Lib., A.L.A.A.
Mr. S. I. Sefein, B.A., A.L.A.A.

Archivists

Archiv. Admin.
Library Assistants.

Mrs J. Atkinson, B. Com. Mrs C. Norris, A.L.A.A.
Mrs L. De Graaff, A.L.A.A. Mrs J. Sassall
Mrs P. Epe, A.L.A.A. Mrs D. Stevens, B.A., A.L.A.A.
Mrs J. Fletcher, B.A. Mrs E. Van Leeuwen
Mr. R. Higham, B.A. Mrs U. Winkler
Mrs R. Makula, B.A.

General Library Assistants

Miss E. Brand Ms. J. Richter
Mrs A. Cardemil Mrs L. Ross
Miss D. DeFaveri Mrs K. Samways
Mrs L. Denny Mrs D.E. Swoope
Mrs R. Dryden Mrs J. Jordan Miss M. Troiano
Mrs A. O'Keeffe Mr. W. Trueman
Mrs J. Provan Mrs M. Vandenbrink, B.A.

Clerical and Administrative Staff.

Miss J. Correy Mrs W. Shoulder - Secretary
Mrs D. Hobbs to University Librarian
Miss C. Strong Miss C. Woollard

Attendants

Mr. M. E. Mitchell Mr. E. Vandenbergh
Mr. H. Tuulas

STAFF CHANGES DURING 1981

Activities during 1981 were distinguished by reappraisal of staff needs from two directions, the first as a consequence of the March report of the Review of the University Library conducted by Deputy Vice-Chancellor A. Clarke and Staff Officer L. Noffke, and the December Report of the Working Party on a Single Library for the
Combined Institution. The Review is reported upon more fully elsewhere in this Report but administrative action arising from the Review affected staff establishment significantly with disestablishment of the posts of Administrative Officer, Assistant Archivist and a Stenographer. Four posts in automation, which had been on secondment to the Administration Data Processing Unit (ADPU) for a number of years, were transferred permanently. A total establishment figure of 56 for a combined library to meet institutional needs arising from amalgamation of the University of Wollongong and the Institute of Education was recommended by the reporting Working Party which considered Library needs. This report foreshadowed concentration on staff numbers and classifications to meet 1982 and future requirements.

The consequence of staff changes which did take place was to increase the burden on the Library's central administration. It is clear however that formal transfer of data processing staff was justified and this was supported by the University Librarian. To summarise the year - there were 9 formal resignations from specific posts, 6 transfers to other areas of the University and disestablishment of 3 posts. Other posts linked with accessioning and retrospective cataloguing needs remained somewhat tenuous because of the uncertainties of future budgeting and levels of demand for Library services. The traditional student assistance to permit evening and weekend opening continued as in previous years but the year ended on the note that future funding for staff would be considerably reduced. An amount of $215,000 was projected as savings in 1982 in the Report of the Working Party for a Single Library for the Combined Institution leaving no doubt at all that the succeeding year particularly would be extremely critical.
GENERAL ISSUES

1) Review of the University Library

The 1980 Report gives details of the Terms of Reference for a Review of the University Library which was conducted by the Deputy Vice-Chancellor and the Staff Officer. The report was issued in March 1981 (but because of the impending departure of Vice-Chancellor L. M. Birt to the University of New South Wales decisions were made on only a very limited number of Recommendations at the time. By August Vice-Chancellor Dr. K. R. McKinnon had considered the Report and the following Recommendations are those which were approved by the two Vice-Chancellors:

4.2.2(a)... the present Divisional structure in the Library be discontinued and, in its place, an integrated system of operation based on functions be substituted.

4.3.2... the position (of Administrative Officer) and the current occupant be transferred to Central Administration and placed under the control of the University Secretary who will prepare a formal Duty Statement.

4.3.11... the Library continue to use the services of the Administrative Services Section of the Central Administration for its computing needs and that the computing staff presently seconded to the Administrative Services Section be transferred from the Library establishment to that Section.

6.2.3 the post of Archivist be filled by internal advertisement at Senior Librarian Grade, Grade 1.

6.2.4 the position of Assistant Archivist be disestablished.
Action on Recommendation 4.2.2(a) was still proceeding at the end of the year, Senior Library staff having considered a discussion paper by the University Librarian during December. Opinions on the systems approach were also sought from other University Librarians within Australia. It was considered a first priority to proceed to plan for the proposed integration of the two Libraries of the University and the Institute of Education. This view, which delayed progress on assessing and implementing a systems approach, was reported to the Library Committee at its December meeting. Other approved Recommendations were implemented.

2) **Intra-University Committees.**

The following Committees or other bodies were represented by Library staff as follows:-

<table>
<thead>
<tr>
<th>University Librarian (Mr. J. Hazell)</th>
<th>Academic Senate</th>
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<tr>
<td>Associate Librarian (Mr. J. Lorenc)</td>
<td>Faculty of Engineering</td>
</tr>
<tr>
<td>Information Services Librarian (Miss D. R. Dowe)</td>
<td>Computer Users Committee</td>
</tr>
<tr>
<td>Resources Librarian (Miss R. Lotze)</td>
<td>Faculty of Mathematics</td>
</tr>
<tr>
<td>Chief Cataloguer (Mr. S. Kumar)</td>
<td>Faculty of Humanities</td>
</tr>
<tr>
<td></td>
<td>Faculty of Social Sciences</td>
</tr>
<tr>
<td></td>
<td>Faculty of Science</td>
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This representation has not only enabled Library views to be known across the wide range of academic activities but more importantly has provided opportunities for Library staff to contribute to those activities.
3) Education in Librarianship.

Work experience is relevant to this heading and during the year students from two local High Schools worked for short periods at the Circulation Desk. Two students undertaking courses with the Department of Library and Information Science of the Riverina C.A.E. completed library placements, each over three weekly periods in various sections of the Library. Also a staff member from Shellharbour Municipal Library spent two weeks gaining cataloguing experience.

The University Librarian and the Reader Education Librarian (Mrs M. Dains) participated in Careers Night at Figtree and Crown Central Shopping Centres. The University Librarian continued as a member of the Kuring-gai C.A.E. School of Library and Information Studies Advisory Committee on Continuing Education and also participated in the student selection programme for the School's Graduate Diploma in Library Science. Three members of staff continued to teach in the Library Technician's Certificate Course at the Wollongong College of T.A.F.E.

4) Flexible Hours.

In anticipation of changed needs in working hours of Library staff overtures were made, although not finalised, to vary conditions relating to rostered duty, particularly for staff in technical service areas of acquisitions and cataloguing. Proposals were seen as increasing prospects for more efficient use of computer time especially between 6 p.m. and 8 p.m. when response times were advantageous. There was consideration, too, of minor differences in core times operating at the University and Institute of Education libraries.
5. **Photocopying and Copyright.**

Because of changes in copyright requirements arising from the Copyright Amendment Act No. 154 of 1980 it was necessary to give attention to procedures used in copying of documents and parts of works by reprographic reproduction. Declaration forms and notices were required under the Act relating to self service copying by Library users, to fair dealing and reasonable portion copying. Because of the wide application of the new provisions it was necessary to take a campus approach and the University nominated a Copyright Officer from its administration. Although there was understandable concern with procedural changes the new requirements were introduced relatively painlessly but will be kept under close attention.

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**AUTOMATION**

Automation of Library operations continued to be a principal feature of Library activity during 1981 with emphasis on current programs and future planning. The Library Automation Committee, comprised of Senior Library staff, representatives of the ADPU, the Academic Senate, and the Head of Administrative Services, provided a forum for discussion and decision making. The Committee considered various problems and developments in automation including a Delinquent Borrowers system (introduced in October), a proposed Acquisitions Subsystem, a feasibility study of an automated Circulation Subsystem, a program permitting interrogation of Library catalogues, library networks, enhancement of the Cataloguing Subsystem, and 1982 equipment needs.

Improvements in specific aspects of the Cataloguing subsystem, jointly developed with Macquarie University and known as PROCAT, were under continuous appraisal, both at
meetings of the Management Committee of the joint project, and sub committees on data processing and cataloguing. Free exchange of programs and joint efforts to improve and refine PROCAT were of tremendous value in sharpening professional and technical awareness in both University Libraries.

PROCAT discussions were also concerned with network developments, one of the major thrusts of meetings of the Office of Library Cooperation (OLC). Of particular significance was the development of the National Library's Australian Bibliographic Network (ABN) which was formally joined by the University in December. Prior to joining ABN serious consideration was given to the possibility of joining the College Libraries Activities Network NSW (CLANN), which was seen as a possible alternative because of membership by the Wollongong Institute of Education and its proposed amalgamation with the University.

Networks were also discussed at meetings of the Director's Advisory Committee of the Office of Library Cooperation which provided an active forum for a whole range of cooperative activities between academic and research libraries in N.S.W. However the principal thrust in 1981 was involvement in ABN. The ABN Pilot Study, during which Wollongong Staff spent time at Macquarie University Library, was an essential period in which OLC members gained direct experience in using the system despite limited circumstances. OLC members also considered systems development in the member libraries and the possibility of real sharing of systems in use.

As noted in the previous Report time spent in improving staff awareness and involvement in automated processes was considerable. The benefits in the short and long term must be seen as even more considerable.
1. GENERAL.

(i) Impact of AACR 2

After having settled down with numerous options provided, various interpretations of rules posed some confusion in the application of rules. The Office of Library Cooperation's attempt as a body to approach the solution of problems particularly in AACR 2 headings for personal, corporate bodies, geographical names, etc. was a sensible one.

(ii) Automatic Validation of Records

With the implementation of the Macquarie/Wollongong Library Cataloguing system, the job of validating the records was transferred from the ADPU to the Cataloguing Division. The time consuming process of manual validating of cataloguing records resulted in loss of cataloguers' time, though partly it was solved through overtime, but later in the year (October) this task was taken up by the automatic validation of records. Also the serious backlog of punching of inhouse worksheets (about 4,000) for about 3/4 of the year was almost overcome at the year's end.

2. RETROSPECTIVE CATALOGUING PROJECT (RETROCAT)

1981 was the final year of the 3-year Retrocat Project. During the project period 51924 monographs (including 12857 in 1981) were recatalogued, leaving a balance of about 10,000 items still to be reprocessed. Cataloguing output in the Retrocat project was lower than previous years for mainly two reasons:
(a) there were no MARC records available as the AMRS database dried up, requiring most cataloguing to be done inhouse,
(b) cataloguing staff had to spend more time in validating records on terminals.
3. COM CATALOGUES.

Catalogues on COM (Computer Output Microfiche) were produced throughout the year as scheduled. By the end of the year there were 86,887 catalogue records and over 360,000 catalogue-card-images on COM.

4. ON-LINE TERMINALS.

Two on-line terminals were installed in the Division in March assisting in the development of on-line editing of records. Some problems were experienced with processing boards in the terminals but all cataloguing staff are now familiar with the use of VDU's, and there is a great feeling of confidence about working with them. However, unhappiness with the general operating environment for the VDU's including housing, remained.

5. COOPERATION WITH MACQUARIE UNIVERSITY.

The local system was implemented at Macquarie University in late 1980, and at Wollongong in 1981. As initial bugs were removed from the system, particularly hardware difficulties, things began to run more smoothly, and developmental work was less. As a result, the Cataloguing Advisory Committee met less frequently but it was seen as useful to set up an Operations Review Committee to monitor day-to-day running of the system.

During the year Macquarie University also had installed an ABN (Australian Bibliographic Network) terminal, and became involved on a first hand basis with the ABN Pilot Project sponsored by the Office of Library Cooperation. There was some brief and very limited hands on experience with Macquarie's ABN terminal involving limited use of the inquiry mode.

6. OFFICE OF LIBRARY COOPERATION (OLC).

OLC Meetings in 1981 are noted elsewhere but ABN Pilot Participants meetings, although interesting, had little
Cataloguing (continued)

relevance for Wollongong. The Cataloguing Committee meetings proved informative in indicating the level of difficulty felt by all libraries through the introduction of AACR 2. Meetings proved a useful forum for isolating common problems, and seeking solutions to them, or at least, common attitudes to solving them.

7. ATTENDANCE AT SEMINARS, CONFERENCES, MEETINGS, ETC.

(i) Seminar on Integrated Systems organized by the Deputy Vice-Chancellor was attended by all Library Staff (April 24th).

(ii) Ms. M. Edmond attended a July Seminar on Automated Acquisition Systems in Sydney,


(iv) Ms. M. Edmond attended eight meetings of OLC's ABN Task Force and its Cataloguing Committee held in Sydney.

8. VISITORS.

(i) Mr. Ron Williamson, Systems Analyst of the State Library of N.S.W.

(ii) Ms. Dorothy Peake, Head, Information Resources Service, NSWIT and Ms. Rona Wade, Executive Director of CLANN.

(iii) Ms. Dianne Allen, Librarian of Shellharbour Municipal Library.

(iv) Mr. Richard Anderson of Blackwell's North America.

(v) Mrs Roslyn Hunt, Head Cataloguer of the State Library of Tasmania (former staff member).
1. FUNDS.

Budget provision for 1981 was:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Serials</td>
<td>$215740</td>
</tr>
<tr>
<td>Binding</td>
<td>$55000</td>
</tr>
<tr>
<td>General Purposes</td>
<td>$379620</td>
</tr>
<tr>
<td>Freight and Postage</td>
<td>$12000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$662360</strong></td>
</tr>
</tbody>
</table>

The serials component of the budget was kept at 32.57% of the Recurrent Allocation, well within the percentages of 40% maximum recommended by the Library Committee. It should be noted, however, that a significant reduction in the total Library allocation will affect capacity to meet minimum serials needs and will place heavy demands on interlibrary loan services. Also of importance was institution of a single amount to be used for monographs, back sets of serials, interdisciplinary and other material, to be committed at the discretion of Library staff, subject to annual accountability. This concept gave genuine expression to the levels of confidence in Library staff felt by academic departments.

2. RESEARCH NEEDS.

Increased funding while welcome, was not the answer for all Library needs. The introduction into the curriculum of new courses and the ever growing file of desiderata gave little chance of purchasing research materials which are becoming increasingly available. It needs to be stressed that any gaps in the collection which result from decreased purchasing power will present serious difficulties for this University's researchers in years to come.

3. RECEIPT OF MATERIAL.

A problem which became noticeable in the latter half of the year was the considerable time delay in receiving material (both monographs and serials) from
overseas. This may have been the result of shipping and waterfront strikes as well as difficulties experienced by our suppliers in acquiring material from publishers. Short of using air-freight (which is very expensive) there seems to be no solution to overcoming distance.

4. WORK DELAYS.

Because of a delay in reappointing staff to the Division it was necessary to decrease the binding quota for each week and $15,000 was transferred to the General Purposes allocation. Moreover industrial action led to a work ban on passing serials invoices for 6 weeks at a most critical time of year and this in turn led to delays in payment. The situation was not resolved quickly as no librarian for serials work was appointed for almost 4 months.

5. FRIENDS OF THE UNIVERSITY OF WOLLONGONG LTD.

The Friends of the University of Wollongong Ltd provided a valuable impetus to Library objectives. Its membership Committee considered Library related matters such as the concept of a Regional Archives, and reported deficiencies in Library holdings in Italian Language and Literature, Mining Engineering, Technology and Social Change, Labour History, Industrial Relations and Australian History. The University Librarian participated in the November University Seminar for the Medical Profession and spoke to the subject of "The Library as a Resource for the Medical Profession".

6. UNIVERSITY THESIS.

Related to deliberations arising from implementation of the Copyright Act procedures concerning deposit of higher degree theses (Masters and Doctoral) were reappraised. The Library accepted responsibility for contact with University Microfilms concerning publication of abstracts in Masters Abstracts or Dissertation Abstracts International published by University Microfilms International.
A commitment was also made to arrange for production of microfiche copies of theses cleared for copying for deposit with the National Library of Australia. The preparation of entries was also assumed for the Union List of Higher Degree Theses in Australian Libraries published by the University of Tasmania. It should be noted, too, that recommendation of wording of the four forms of waiver in use with theses, and legal connotations, were also set in train.

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INFORMATION SERVICES DIVISION

During 1981 the activities and services of the Division continued to expand and develop in quality. As in previous years there was heavy reliance on part-time student assistance for night and weekend openings.

1. READER EDUCATION.

During 1981 Reader Education performed the following functions.

a. Orientation.

The Orientation programme consisted of guided tours at fixed times during the first week of session, a self-guided tour using the illustrated self-guided tour leaflet and signposts through the library, and an orientation information desk in the foyer. Orientation week coincided with 1st week of scheduled lectures so students showed a preference for the self-guided tour which could be taken at any time. Publicity outside the library included posters and handouts at the enrolment centre and the Union, and an advertisement in the Orientation issue of Tertangala. A slide-tape 'commercial' for the library, produced by Mrs Joan Phillips, was run in the Union during the enrolment period.
b. Tutorials.

Tutorials in using the library were given to students taking 100-level subjects in history, accountancy, HPS, geography, physics and economics. 200-level and 300-level students in English, Computing Science, Sociology, Metallurgy and Psychology received more advanced bibliographic instruction. Students intending to do Psychology honours and final year Mechanical Eng. in 1982 received an introduction to the specialised reference tools and services available to research students in December, with the assistance of Inter-Library loans staff. Postgraduate students in H.P.S. and the Graduate Diploma in Business Studies were given specialised seminars.

c. Tours.

Tours of the Library were conducted for such groups as visitors to the University on Schools Day, and classes from secondary schools, Wollongong College of T.A.F.E. and Adult Migrant Education.

d. Displays.

Displays in the library foyer complemented University and Community activities. Courses offered in HPS and English were publicised. Other displays which involved academic departments included cooperation by Geology and Geography in a Central Mapping Authority display, General Studies and European Languages in a display of musical activities, and Heritage Week. A display of Women of Illawarra for the Festival of Wollongong illustrated women's community involvement, and publicised the concurrent Women's Studies Conference. Other displays included Orientation, Schools Day and a travelling British Council exhibition on the disabled.

e. Publications.

The following publications assisted Library users in access to relevant sources:-
2. **READER ASSISTANCE.**

During 1981 Reader Assistance services were provided for academic staff, students and the public. These services were provided by a rostered professional staff of 5 librarians and 4 library assistants. Reader Assistance staff were involved in the Library Orientation programme in the first week of session and assisted with tours throughout the year for new academic staff members and a variety of visitors to the Library including senior school groups.

There was a noticeable increase in the number of users seeking assistance at the desk as a result of the extension of borrowing privileges to students and staff of both the Wollongong Institute of Education and the Wollongong College of TAFE. It was also evident that more senior high school students are using the library as a source of information. The result has been a heavy demand for instruction in the use of both the microfiche and card catalogues.

Problems concerning the yellow on order slips in the card catalogue still persist and a further problem is the 'time-lag' between the cataloguing of materials and their entry into the microfiche catalogue. This places a heavy burden on reader assistance staff and in peak periods impairs the speed and quality of service. Hopefully this problem will be alleviated in 1982.

As in previous years the majority of enquiries fell into the following categories:-

- General directional enquiries.
- Instructional enquiries concerning the arrangement and use of catalogues and the organisation of the Library Collection.
- Factual enquiries relating to course work.
- Telephone enquiries from other libraries, institutions, commercial enterprises and individuals in the community.
- Information concerning the availability, location and instruction in the use of the major bibliographical tools i.e. indexes, abstracts and bibliographies.
- Advice to students on the interpretation of bibliographies.
- Advice to students on the interpretation of essay questions and the selection of relevant sources for consultation.
- Detailed research enquiries for academic staff and postgraduate students.
- Requests for the compilation of bibliographies for academic staff.
- Requests for information about data-based literature searches.

3. **INTER-LIBRARY LOANS.**

Staff in the inter-library loans section remained constant, as it has since March 1977, with one full-time librarian, 0.5 full-time library assistant, and 0.5 full-time general library assistant.

The number of inter-library loan requests received from our staff and students increased from 6652 in 1980 to 7074 in 1981 (a 6.34% increase), while requests received from other libraries for material held by us decreased slightly from 2043 to 1924.
Amendments to the Copyright Act which became effective 1.8.81, require both the user and the library's authorized officer to complete declaration forms for each request. This created a substantial increase in paperwork for the inter-library loan staff.

The inter-library loans section also processes requests from staff and students for computer based literature searches conducted by the National Library. These have increased from 15 in 1980 to 26 in 1981. The cost of these searches, as well as the cost of inter-library loans, is still covered by the Library budget.

4. NON-BOOK AND SPECIAL MATERIALS.

In 1981 there was an increased decentralisation of microfilm and fiche readers as there was microformat material spread throughout the serials and Reference collections - as well as that located in the Non-Book Collection. One of the Library's Rank Xerox photocopiers obtained in 1981 had a "microstat" - microfiche reader-printer attached and there was a constant demand for photocopies from microfiche and microfilm. A regular programme of cleaning the thirtyfour micro-readers in the Library was instituted.

A new Australian standard on the design of "microform workstations" was studied and the arrangement of microform machines was found to be deficient in some cases. The provision of an adjustable chair was a first step in making microform reading more comfortable.

The audio tape collection was substantially increased in 1981 and tapes were often borrowed as well as used in the Library. Consideration was given to the Library Association of Australia's draft code for inter-library loan of audio-visual material.
Staff of the University's Education Resources Centre gave useful help with technical problems. Three lists of non-book and special material were produced and distributed. They were: "Audio tapes: psychology; philosophy; religion; librarianship", "Engineering and Metallurgy audio visual material", and "Art and architecture slide sets".

Maps of the Illawarra area were donated to the Library by the N.S.W. Central Mapping Authority for a display in October.

5. **RESERVE COLLECTION.**

During 1981 27619 items were borrowed from the Reserve Collection, a decrease of 19.68% on 1980 statistics. Use of the Reserve Collection was tabulated on a Departmental basis as an indicator of subject demand. In December Department were informed how many times each individual item listed for their subject was borrowed during the year.

The overnight loans system continued to function well. There were 1140 overnight loans, 4% of the total Reserve Collection borrowing. 7.5% of overnight loans were returned late. 1500 students used the reservation system.

The decline in use of the Reserve Collection can be attributed partly to a 4% increase in use of photocopying facilities within the Reserve Collection (100,083 pages being copied), and also a significant decline in student numbers in Departments which traditionally use the Reserve Collection heavily. Improvements in the total collections have also lessened general demand on the need for a special high use collection. Planned automation of Reserve Collection records in 1982 will assist future development.
6. **CIRCULATION.**

During 1981 circulation staff performed the following duties: handling of loans, fines, reservations, inter-library loans, organisation of book displays, loose leaf filing, shelf checking and tidying of shelves.

The total loans statistics for 1981 were 104417 an increase of 3.88% over 1980. Detailed statistics appear later in this Report.

The reciprocal borrowing scheme between the University of Wollongong, the Wollongong Institute of Education and the Wollongong College of TAFE has proved to be a successful venture in the sharing of resources. In 1982 253 TAFE students and 280 WIE students enrolled at the University Library.

In October a computer terminal was introduced for the purpose of instituting a sundry debtor system to produce library fines for overdue books. The system is designed to block any delinquent borrower from borrowing until outstanding loans are returned. It is hoped the system will reduce considerably the number of library fines instituted. This is the first step towards an automated circulation system. Detailed planning for the introduction of the system continued.

7. **VISITS AND CONFERENCES.**

Rosemarie Dowe and John Tong (ADPU) visited the University of Sydney library in March to discuss their automated circulation system. Jeff Hazell, Rosemarie Dowe, Jim Langridge and John Tong visited the University of Newcastle in July to determine whether its automated circulation system would be suitable for Wollongong. As a result of this visit it was decided to base our system on Newcastle's and development of the system began.
Rosemarie Dowe attended a Workshop on the new Copyright laws in Canberra in June and with Ed. Hyde (Administration) attended a one day conference on Copyright in Sydney in July.

In January Rosemarie Dowe, Ruth Lotze and Jerry Lorenc attended a seminar conducted by Dr. R. De Gennaro (University of Pennsylvania) for Senior University Library staff at Fisher Library, University of Sydney.

While overseas Rosemarie Dowe visited the Singapore National Library, the University of Singapore Library and the National Library of Greece.

Keith Gaymer attended the Australian Map Curators Circle (AMMC) 9th Annual Conference at U.N.S.W. in February, and in August an Air Photo and Map Interpretation one day workshop sponsored by the AMMC.

In November 1981, Carolyn Norris attended a school conducted by Insearch at the New South Wales Institute of Technology in preparation for the installation of the Lockheed Dialog Computer search system. This system was ordered in October and is expected to be in operation for the beginning of the academic year, 1982.

Rosemarie Dowe and Carolyn Norris attended a seminar on Information Handling, run by the Institute of Engineers in Wollongong on 12th December.

June Sassall attended a workshop at the N.S.W. Institute of Technology on the managing of automated acquisition and circulation systems in July.
ARCHIVES DIVISION

1. POLICY.

After six years of operation, it has become apparent that a re-statement of the Archives policy is desirable. A new policy was drafted for submission to the University Council in 1982 and will enable the rationalisation of the research collection. Rather than accepting all material offered, records will need to have a recognisable value to the research and teaching programmes of the University. The creation of disposal schedules for University records will permit the reduction of unnecessary records and the better use of staff and repository resources.

2. ACCOMMODATION.

Since 1974, the collection has been housed in the basement of the City Council car park in Kenny Street, Wollongong. The environment of the basement has been a constant source of concern as it is prejudicial to the well-being of archival material. Due to the expiration of the lease on the basement, the collection will be moved to the University and housed in the Pentagon building early in 1982.

The new repository consists of four irregularly shaped rooms on the mezzanine level. The size of the rooms and the restricted floor-load capacity will limit the amount of material which can be stored. In consequence, the systematic destruction of some records will have to be considered. It will also necessitate the critical evaluation of material offered to the Archives for research purposes.

3. UNIVERSITY RECORDS.

During 1981, the amount of records relating to the University increased by 16.66% to 365 metres. The number of items retrieved from these records rose from 275 in 1980 to 412 in 1981. Almost every administrative and academic department has now taken advantage of the facilities offered by the Archives. In 1982, it is hoped that the collection of material will be more
systematic so that the unwitting destruction of valuable records is avoided and retention of little used material in prime office areas is lessened.

4. RESEARCH COLLECTION.

Deposits during 1981 included material from the South Coast Branch of the Electrical Trades Union and copies of Australian Council of Trade Unions minutes. The most historically significant acquisition was the original surveyor's drawing of the Mount Kembla colliery workings made at the time of the disaster in 1902.

Due to storage and staffing difficulties, no active solicitation of records took place during the year. New accessions totalled only 20 metres bringing the research collection to 635 shelf metres. Some change was noticed in the pattern of use of the collection. Users tended to make fewer visits but used more items per visit than in previous years.

Student assistance funding allocated during the year was used to finance two special projects. Mrs Hermine Rainow was employed to continue a survey of ethnic organisations in the Illawarra region. This project was commenced in 1979 but was halted due to lack of finance. The aim of the project is to determine what ethnic archival material is likely to exist in the district. Once this is ascertained, it will be possible to determine whether the University Archives have the resources to preserve the material or whether it is a function best performed by another agency.

The second project involved the making of contact prints from the collection of one thousand glass negatives on loan from the Kiama Independent newspaper. The photographs were taken by Samuel Cocks of Kiama from the 1890's to the 1920's. The collection is a valuable record of the Kiama and Nowra districts. One third of the collection has been processed.
5. **STAFF.**

The Assistant Archivist was appointed to the position of Archivist in September and the position of Assistant Archivist left vacant, so the Division's staffing has not been improved. As in 1980, the reduction in staff lessened the Division's effectiveness. Given the projected decrease in Library staffing, steps are being initiated to streamline the procedures used in Archives. It is hoped that part-time assistance at library assistant level can be provided during 1982.

6. **OTHER ACTIVITIES.**

The Archivist continued to attend meetings of the Environmental Heritage Committee sponsored by the Wollongong City Council and by the Shellharbour and Kiama Municipal Councils. The committee seeks to preserve all aspects of the region's heritage and serves as an adjunct to the Archives' activities.

In May, the Archivist attended the 3rd Biennial Conference of the Australian Society of Archivists held in Melbourne. The conference provided an opportunity to study the procedures of other archival institutions and to exchange information with other archivists particularly those in charge of university archives.

The National Library of Australia sponsored an Australian Conference in September and the Archivist was invited to attend. The conference sought to discuss the collection of Australian manuscript material and to formulate collection guidelines. Unfortunately, institutional self-interest prevented the conference defining areas of collection for which each institution would be nominally responsible.

In conjunction with the Library Association of Australia, the Australian Society of Archivists ran a one-day seminar on the preservation of local government records.
As the University Archives contains records from the Kiama and Shellharbour Municipalities, the Archivist attended. The seminar was able to convince representatives from the Department of Local Government, that records of local government bodies should be proclaimed state archives and that greater control over their preservation should be sought. Legislation is being prepared to effect this.

In November, the Archivist addressed a Film and History Conference in Canberra. The conference in a part sought to make researchers aware of film resources available throughout Australia. The paper presented by the Archivist dealt with the WIN TV film held by the University Archives.

A Library Staff Paper entitled Illawarra Bibliography: Monographs was compiled by the Archivist in November and copies were distributed to libraries and schools throughout the Illawarra region.

7. CONCLUSION.

1981 was in many ways marked by uncertainty and lack of progress. Staffing restrictions prevented the active acquisition of records and limited processing to basic listing. On a more positive note, the financial and related restrictions have forced the re-evaluation of procedures within the Division.

Future projects will include the compilation of further issues of Illawarra Bibliography covering manuscripts and journal articles. It is also intended to update the Select List of Archives and Manuscripts so that the resources of the Archives can be more widely known.

Approaches will be made to academic staff to determine the ways in which archival material can be used in courses other than those traditionally associated with
Archives (continued)

Archives. As part of these approaches, the extent to which the University Archives acts as a regional repository of the NSW State Archives will be reviewed. Increased commitment in this area may be desirable as a result of the increase in Australian history commitments by the Department of History.

STATISTICS

Specific details of statistics relating to Australian and New Zealand University Libraries appear annually in a supplement to Australian Academic and Research Libraries (AARL). This source indicates Wollongong's position in the national scene and it is pleasing to report that 19731 volumes of monographs and serials were added to collections in 1981. Holdings at the end of the year totalled 223038 volumes, including microformats, this figure resulting from corrections made after a complete statistical check.

At the end of 1976 collections totalled 112320 volumes so the five year period of 1977-1981 showed an increase of 110718 volumes at an average of 22143 volumes per year. As there has been a target of 20000 volumes per year, Library resources to support teaching and research needs of the University, and soon the Institute of Education, have improved greatly. Bibliographic resources at 31st December 1981 can be tabulated as follows:

<table>
<thead>
<tr>
<th>Volumes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monograph holdings</td>
</tr>
<tr>
<td>Serials holdings</td>
</tr>
<tr>
<td>Total volumes</td>
</tr>
<tr>
<td>Current serial titles (non duplicate) received</td>
</tr>
</tbody>
</table>
Statistics (continued)

For some years figures for audiovisual items in the collection, as distinct from volumes of monographs and serials in microformat, have been included in a non-official annual return circulated amongst Australian University Librarians. Totals of the various categories at the end of 1981 were:

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audiorecords</td>
<td>979</td>
</tr>
<tr>
<td>Charts</td>
<td>62</td>
</tr>
<tr>
<td>Games</td>
<td>28</td>
</tr>
<tr>
<td>Kits</td>
<td>89</td>
</tr>
<tr>
<td>Maps</td>
<td>3744</td>
</tr>
<tr>
<td>Motion Pictures</td>
<td>111</td>
</tr>
<tr>
<td>Records</td>
<td>72</td>
</tr>
<tr>
<td>Slides</td>
<td>4844</td>
</tr>
<tr>
<td>Transparencies</td>
<td>138</td>
</tr>
<tr>
<td>Videorecords</td>
<td>45</td>
</tr>
<tr>
<td>Other categories</td>
<td>44</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10156</strong></td>
</tr>
</tbody>
</table>

During 1981 826 audiovisual items were added. Such items are likely to increase significantly following the proposed integration of the University and Institute of Education libraries.

Service statistics in the Information Services Division mostly showed increases over 1980. Overall borrowing rose by almost 4%, postgraduate borrowing increased by 38%, and borrowing of serials by 19%. Interlibrary lending may have reached a peak, perhaps a plateau would be more appropriate. The limits of capacity may have been reached by present staff resources and with real prospects of increased demands for interlibrary loans (requests are up 6.34%) difficulties appear to lie ahead if the present level of service is to be maintained. The following table shows 1981 service figures.
Statistics (continued)

Circulation

<table>
<thead>
<tr>
<th>Category</th>
<th>1980</th>
<th>% Increase or Decrease on 1980</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monographs Loans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>83434*</td>
<td>+ 0.61</td>
</tr>
<tr>
<td>University staff</td>
<td>9332</td>
<td>+ 8.13</td>
</tr>
<tr>
<td>Postgraduate staff</td>
<td>7150</td>
<td>+38.03</td>
</tr>
<tr>
<td>Serial Loans</td>
<td>4501</td>
<td>+19.29</td>
</tr>
<tr>
<td>Total monographs and serials</td>
<td>104417</td>
<td>+ 3.88</td>
</tr>
<tr>
<td>Reserve Collection loans</td>
<td>27619</td>
<td>-19.68</td>
</tr>
<tr>
<td>Tattle Tape Gate count</td>
<td>340834</td>
<td>+ 1.97</td>
</tr>
</tbody>
</table>

(* Includes students from Wollongong Institute of Education and Wollongong College of T.A.F.E.).

Interlibrary Loans

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested by Wollongong</td>
<td>7074</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplied to Wollongong</td>
<td>6277</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requested from Wollongong</td>
<td>1924</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplied by Wollongong</td>
<td>1489</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Archives Division showed a significant increase in requests for University records in a time when staff resources were reduced and the long term picture is unclear. The following table shows growth in demand for the period 1978-1981.

RESEARCH COLLECTION USERS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>19</td>
<td>21</td>
<td>20</td>
<td>26</td>
</tr>
<tr>
<td>Honours</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Postgraduate</td>
<td>1</td>
<td>2</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>Academic/University Staff</td>
<td>3</td>
<td>2</td>
<td>7</td>
<td>12</td>
</tr>
<tr>
<td>Other Universities</td>
<td>9</td>
<td>7</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Community</td>
<td>5</td>
<td>5</td>
<td>15</td>
<td>12</td>
</tr>
<tr>
<td>Total</td>
<td>38</td>
<td>40</td>
<td>55</td>
<td>68</td>
</tr>
</tbody>
</table>

Number of visits: 108 125 166 159
Number of issues: 785 851 916 1170

UNIVERSITY RECORDS

Retrievals from Archives

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Departments</td>
<td>4</td>
<td>12</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>University Library</td>
<td>8</td>
<td>23</td>
<td>11</td>
<td>19</td>
</tr>
<tr>
<td>General Administration</td>
<td>9</td>
<td>18</td>
<td>20</td>
<td>31</td>
</tr>
<tr>
<td>Staff Office</td>
<td>14</td>
<td>14</td>
<td>8</td>
<td>21</td>
</tr>
<tr>
<td>Student Administration</td>
<td>45</td>
<td>80</td>
<td>231</td>
<td>334</td>
</tr>
<tr>
<td>Total</td>
<td>83</td>
<td>147</td>
<td>275</td>
<td>412</td>
</tr>
</tbody>
</table>
ASSOCIATED ACTIVITIES.

1. ILLAWARRA REGIONAL LIBRARIANS COOPERATION COMMITTEE.

The University Librarian continued as Convenor of the Committee which has met regularly since September 1976 and can be seen as a focus for regional cooperation. There were five meetings in 1981 with activities moving steadily towards establishment of the Committee as a Regional Committee of the new style Australian Advisory Council on Bibliographical Services (AACOBS). A significant achievement was production of the 2nd edition of the Directory of the Illawarra Libraries in August, giving details of 40 Secondary School Libraries, 19 Primary School Libraries, 6 Public Libraries, 8 Special Libraries and 6 Tertiary Libraries. Other matters which were discussed by the Committee were interlibrary lending traffic patterns, reciprocal borrowing, serials cancellations, copyright, continuing education, Library Technicians, the Illawarra Regional Information Services (IRIS), and AACOBS Papers and Minutes.

2. AUSTRALIAN ADVISORY COUNCIL ON BIBLIOGRAPHICAL SERVICES (AACOBS).

The University Librarian continued as a member of the NSW Regional Committee of AACOBS. This Committee looked to the broader needs of libraries within the State and maintained close links with the national body in Canberra. In August the annual meeting considered its reconstitution on a more limited basis and set the scene for local Regional Committees of the kind noted in the previous paragraph.

3. NSW LIBRARIANS DISCUSSION GROUP.

The University Librarian was able to participate in only two of four meetings of the Group during 1981. These are organised on a relatively informal basis and amongst other objectives the group seeks to maintain a professional contact between the librarians concerned. Meetings featured discussion with Kuring-gai CAE Librarians-in-Residence, information exchange on developments in the representative libraries, and
Associated Activities (continued)

serious consideration of such important issues as establishment of a Foundation for Library Research, information services to unions, collection size, and the role of libraries in information provision.

4. OFFICE OF LIBRARY COOPERATION.

Activities of the Office have been mentioned in comments on Library Automation but it should be noted that the University Librarian and Senior Assistant University Secretary, Mr. J. Langridge, attended meetings of its Director's Advisory Committee. Mr. Langridge and Professor Alex Clarke attended its Management Committee meetings. Of principal interest to the Office was ABN and networking as noted previously, but considerable attention was given to other important matters of cooperation such as reciprocal borrowing, interlibrary loans, serials holdings, preservation of Library materials, and cooperative storage. It was agreed by members that the Office would be established on a permanent basis from January 1982 with a sliding scale of fees based principally on recurrent funding.

5. LIBRARY ASSOCIATION OF AUSTRALIA (LAA).

The University Librarian, and two Senior Librarians, attended the first joint Conference of the Association with its counterpart the New Zealand Library Association (NZLA) in Christchurch in January. At the same time the University Librarian attended a joint meeting with New Zealand University Librarians at which common problems and their solutions, were able to be discussed. The Conference provided an opportunity to inspect facilities of the Canterbury University. On the local scene Ms. M. Dains, Reader Education Librarian, was President of the South Coast Regional Group of the LAA during 1981.
6. THE COMMITTEE OF AUSTRALIAN UNIVERSITY LIBRARIANS (CAUL).

The Annual meeting of CAUL in August was attended by the University Librarian whose principal contribution was to continue as compiler for the Committee of the annual collection of Australian and New Zealand University Library statistics published in Australian Academic and Research Libraries (AARL). Matters discussed by CAUL and raised through its round robin correspondence, were wide ranging including contentious issues such as photocopying and copyright, imbalance in interlibrary loans and charging for services. Other topics of interest were rare books, air freight of serials, conservation, reserve collections, cataloguing of foreign language material and staff exchanges.

7. WOLLONGONG CITY LIBRARY COMMITTEE.

The University Librarian continued as a citizen member of the Committee. A major issue given close attention during the year was the problem of maintaining the Schools Resources Centre, a facility supplementing needs of school libraries in the region. This involvement with local government is seen to be important in relationships between the University and the City.
There is brief and only occasional reference to publications in other sections of this Report, in reports of activity of the Information Services and Archives Divisions. Library Staff Paper No 5 "Illawarra Bibliography: Monographs" by John Shipp, Archivist, is an important Paper and represents "the initial stage of a survey of the published, manuscript and other sources of information relating to the Illawarra region of New South Wales" - to quote the Introduction.

The ill-starred Ad Lib, the Library Bulletin, ceased publication, as did Library Bull, the one sheet newsheet, both for want of interest by staff. Perhaps the future will see a revival, but failed publications have some lessons for us all, however melancholy.

Published articles were:

J. Hazell - 1980 Australian and New Zealand University Library Statistics

(In Library Statistics 1980 - Supplement to Australian Academic and Research Libraries Vol. 12, No. 3, September 1981.)

J. Hazell - Staff and salaries in Australian University Libraries in 1981

Australian Academic and Research Libraries Vol 12: 103-121, June 1981