The good of a book is not the facts that can be got out of it, but the kind of resonance that it awakens in our own minds.

(Thomas Carlyle from a speech in support of the London Library, 1840)
LIBRARY ADVISORY COMMITTEE

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

"(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 membership of the Committee comprises:

The Chairman of the Committee, appointed by the Vice-Chancellor;

The Chairman of the Academic Senate's Library Committee;

The University Librarian;

The Bursar."

The Committee was chaired by Professor Alex Clarke, Deputy Vice-Chancellor, and met four times between February and November. On two occasions the Information Services Librarian, Miss R. Dowe, and executive members of the Student Representative Council attended meetings to discuss matters of mutual concern. Substantive subjects considered during the year included the following:

- Library Planning 1980-1985;
- Library Fine System;
- Community Borrowing;
- Limited Term Appointments;
Library Advisory Committee (continued)

- Reciprocal Borrowing Rights between Tertiary Libraries in the Region;
- Courier Services;

LIBRARY COMMITTEE OF SENATE

Chairman
Professor J. Reinfelds Department of Computing Science

Secretary
Mr J. Hazell University Librarian

Minutes Secretary
Mrs M. Yatras Secretary to University Librarian

Members
Faculty of Engineering
Dr M.J. Boyd Department of Civil Engineering

Faculty of Humanities
Dr J.M. Wieland Department of English

Faculty of Mathematics
Dr J.M. Hill Department of Mathematics

Faculty of Science
Dr A.J. Hulbert Department of Biology

Faculty of Social Sciences
Mr A. Coote Department of Accountancy

Student Representatives
Mr F. Brunetti
Mr J. Hartley

Terms of reference and composition of the Library Committee are as follows:

"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."

During the year there were two ordinary meetings, in line with the changes in frequency of meetings established in 1979, together with two special meetings to consider new serial subscriptions. Senior members of the Library staff attended meetings to discuss particular items, as appropriate.

Substantive matters dealt with during the year included the following:

- Use of a formula for Departmental monograph allocations;
- Deposit of Honours Degree Theses;
Library Committee of Senate (continued)

- Non-lending of serials;
- Criteria for selection of new serials subscriptions;
- Review of Library operations.

Possibly the most important development for some years was the firm support given by the Library Committee to the concept of a "one line" budget with significantly increased responsibility being given to Library staff in collection development.

A disappointing feature of the work of the Committee during the year was the failure of student representatives to attend meetings, thereby reducing opportunities for hearing student viewpoints on the Library's functions and services.

LIBRARY STAFF EMPLOYED AS AT 31ST DECEMBER 1980

Senior Librarians

Mr J. Hazell, B.A., A.L.A.A.
Mr J. Lorenc, B.Sc., A.L.A.A.
Miss D.R. Dowe, B.A., Dip.Lib., A.L.A.A.
Miss R. Lotze, B.A., A.L.A.A.
Mr S. Kumar, M.A., M.S.L., Dip.Lib.Sc., Dip.Russian
Mrs M. Dains, B.A., M.A., A.L.A.A.
Ms F. McGregor, B.A., Dip.Lib.
Ms M. Edmond, B.A. (Hons.), A.L.A.A.

Librarians

Mrs G. Antonopoulos, B.A., A.L.A.A.
Mr K. Gaymer, B.A., Dip.Lib., A.L.A.A.
Library Staff (continued)

Mr J. Myrtle, B.A. (Hons.), A.L.A.A.
Mr S.I. Sefein, B.A., A.L.A.A.

Archivists


Assistant Archivist

Administrative Staff


Administrative Officer

Mrs M. Yatras

Secretary to the University Librarian

Mrs W. Shoulder

Stenographer

Systems Staff

Mr C. Foster
Miss S. Peats
Mrs L.G. Demos
Mrs J. Harrop

Analyst Programmer

Library Assistants

Mrs W. Barrett, A.L.A.A.
Mrs P. Bull, B.A., Dip.Ed.
Miss J. Carvalho, B.Com.
Mrs L. de Graaff, A.L.A.A.
Mrs P. Epe, A.L.A.A.
Mr R. Higham
Mrs R. Makula, B.A.
Mrs D. McVean, A.L.A.A.
Miss J. Moxon, B.A.
Mrs C. Norris, A.L.A.A.
Mrs J. Phillips, A.L.A.A.
Mrs S. Pupovac
Mrs C. Pye
Mrs R. Rando, B.A., Dip.Ed.
Mrs J. Sassall
Mrs D. Stevens, B.A., A.L.A.A.
Mrs E. van Leeuwen
Mrs U. Winkler
Library Staff (continued)

General Library Assistants
Miss E. Brand
Mr A. Cicchinelli
Miss R. Coleman
Mrs A. Gilchrist
Mrs J. Jordan
Miss L. MacDonald
Mrs A. O'Keeffe
Mrs J. Provan
Mrs L. Ross
Mrs K. Samways
Mrs D.E. Swoope
Miss M. Troiano
Mr W. Trueman

Clerical Staff
Miss J. Correy
Mrs D. Hobbs
Miss C. Strong
Miss C. Woollard

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

STAFF CHANGES DURING 1980

There were no changes to establishment during the year, although the senior post of Archivist, vacated by Laurie Dillon in February upon his acceptance of the post of Foundation Archivist at the University of New South Wales, remained unfilled. Duties of the post were carried out in part by John Shipp, Assistant Archivist. Two other posts remained unfilled for longer periods than usual, partly in deference to administrative decisions and partly to a reappraisal of needs.

The Retrospective Cataloguing Project in the Cataloguing
Staff Changes (continued)

Division continued to be supported, permitting temporary employment of four staff. Two other posts within that Division continued on a temporary basis, both committed to normal cataloguing needs. Student assistance, for so long a successful feature of manning the Information Services Division, was again possible, permitting an economical operation despite increasing work loads. Some student assistance was also given in the Archives Division.

In summary, there were eight resignations during 1980 or a turnover of 13.1%. This would seem to indicate an increasing disinclination to move for career advancement, no doubt a reflection of the current employment situation. In such circumstances there are distinct, although selfish, advantages in having to undertake less induction training than is required by high staff turnover.

GENERAL ISSUES

1. Library Review

In June 1980 Terms of Reference for a Review of the University Library were approved by the Vice-Chancellor, the Review to be conducted by the Deputy Vice-Chancellor and the Staff Officer. These Terms were:

"In the context of the role and function of the University Library, to review and make recommendations about:

1.1 The management, structure and staffing of the Library.

1.2 The facilities for the management, use and maintenance of the Library including automation and technology (e.g. computer applications and microfiche catalogues)
8.

General Issues (continued)

- storage for monographs, serials and archives as well as future space requirements
- interlibrary loans courier service
- Library opening hours
- purchasing, accounting and cataloguing procedures
- provision, if necessary, of a self-renewing library.

1.3 The inter-institutional and intra-institutional professional-functional relationships between the Library and other bodies such as

- academic departments
- students
- the Libraries at the Wollongong Institute of Education, the Wollongong College of Technical and Further Education, and the Wollongong City Council
- Educational Resources Centre."

Procedurally the Deputy Vice-Chancellor and the Staff Officer visited the Library from July for discussions with the University Librarian, Heads of Library Divisions and individual members of staff. Written submissions or direct dialogue with staff members were requested. To assist in comparison with libraries of small universities, later in the year both the Deputy Vice-Chancellor and the Staff Officer visited the libraries of James Cook University of North Queensland in Townsville, and Griffith University in Brisbane. Advice from Faculty members of the Library Committee of Senate was also sought and, by the end of the year, the gathering of data for the Review was largely complete.
9.

**General Issues (continued)**

It would be fair comment that having been given assurances about their immediate job security, staff cooperated in every way in the conduct of the Review. It is reasonable to expect that any unit of the University which receives in excess of 10% of recurrent funds should be ready to justify that outlay. In an ever increasing period of financial constraint, this view is even more pertinent.

2. **Intra-University Committee Activities**

The University Librarian continued as a member of the Academic Senate. Senate meetings provided opportunities to speak on any Library matters which arose in debate but, more particularly, to keep informed on the direction of activities in the academic Departments and the University's Administration.

The Associate Librarian, Mr J. Lorenc, represented the Library on the Computer Users Committee and at Faculty of Mathematics meetings. The Information Services Librarian (Miss R. Dowe), the Resources Librarian (Miss R. Lotze) and the Chief Cataloguer (Mr S. Kumar) represented the Library at meetings of the Faculties of Humanities, Social Sciences, and Science, respectively. The University Librarian attended Faculty of Engineering meetings, thereby maintaining Library representation at meetings of all Faculties.

The University Librarian continued membership of the Vice-Chancellor's Budget Advisers Committee. Apart from the immediate task of budget planning for 1981, this Committee gave special attention to planning for 1982 and beyond, with particular emphasis on the prospects of significantly reduced financial provision.

The University Librarian attended meetings of the Chief Administrative Officers (CAOS) with the Students Representative Council (SRC). Towards the
end of the year there was considerable discussion of the possibility of increases in Library fines, a matter which had been raised through the Library Advisory Committee.

3. Education for Librarianship

Various members of the Library staff participated in the teaching of librarianship. Miss R. Dowe, Mrs M. Dains and Mrs J. Phillips from the Information Services Division fulfilled lecturing commitments within the teaching programmes of the Library Technicians Certificate Course at the Wollongong College of TAFE. The University Librarian became a member of Kuring-gai's Continuing Education Advisory Committee during the year and participated in the interview programme for selection of students for the Graduate Diploma in Library Science of the College.

A new venture occurred for the first time in October with the visit of 80 students from the Kuring-gai College of Advanced Education undertaking its Bachelor of Library Science programme. This was the first visit of such a group to the Wollongong region where visits were made not only to the University Library, but to the Wollongong City Library, the Wollongong Institute of Education, Kanahooka High School, and the libraries of John Lysaght (Aust.) and A.I. & S.

4. Work Experience and Staff Exchange

A student from the College of TAFE Library Practice Certificate Course spent one day a week in the Information Services Division from 8 September to 24 November. Involvement in the work experience scheme with local high schools also continued, three students from Bulli and Kanahooka High Schools spending a week each in the same Division.

During April Mrs G. McLellan (University Library) and Ms J. Richards (City Library) participated in
General Issues (continued)

an initial exchange of staff between the Reference Library of the Wollongong City Library and the Information Services Division. Other exchanges are contemplated subject to appropriate arrangements, being one effective mechanism for widening individual experience.

5. Library Use Survey

In conjunction with the Library Review, a survey of Library use was carried out during April and May in an endeavour to assess not only circulation figures, but some indication of traffic at different times when the Library is open. Whilst results were not conclusive, it is known that Library users at night and weekends are in many cases different from those using the Library on weekdays. It is not surprising that a high proportion are part-time, often mature age students, unable to come at other times. This is a reflection of a student population of over 50% part-time students. Members of the general public, graduates of the University and students of the College of TAFE and the Institute of Education are also using the Library in increasing numbers.

6. Flexible Hours

During April and May operation of the Library's "flexitime" system was appraised by the Associate Librarian and found to be working satisfactorily. Notwithstanding, the Industrial Officer requested a close examination of the system because it was seen to be inconsistent with other parts of the University. As a consequence, during the last few months of 1980 a total reappraisal was undertaken to establish a consensus view of requirements of Library staff. The issue remained undetermined, but it is worth noting that because Library hours of opening have been significantly different from the mainstream of the University for a long time, it is understandable that attitudes of some staff to "flexitime" were also different.
General Issues (continued)

7. Library Policies

Within the framework of the Library Review, there was a reexamination of Library policies which exist in most areas of activity. New policy statements were developed for travel, the terms of reference for the Library Automation Committee itself, and there was some consideration of the Archives Policy insofar as it involved local history.

8. Library Organisation

Partly with the objectives of the Library Review in mind and partly related to a request by the Staff Office, the Associate Librarian and the Administrative Officer were instrumental in preparation of a completely new series of Organisation Charts and individual statements of duties for each of the Library's five Divisions. This information was not only very timely for the Review, but has assisted in necessary reappraisal of Divisional functions and vacancies as they occurred.

9. Staff Participation in Management

In June it was found necessary to disband the Library Board which had been a vehicle for staff participation in management since its establishment in late 1975. Without discussing detailed reasons for the decision, it will be useful to draw attention to the point that a small committee of Library staff members is only as effective as the members elected. Other avenues of communication between management and staff have been strengthened to ensure that staff interests are known and that the objectives of the Library are being met. Of particular value are regular meetings of all staff within the respective Divisions as a means of ensuring feedback and gathering useful input towards decisions that are taken, not only in day to day management, but forward planning.
1. General

With the application of AUSMARC 3, DC 19 and AACR 2 in cataloguing, there was justified satisfaction that the Library was now compatible not only with national, but also with international standards in cataloguing.

(i) Application of DC 19 was introduced early January and meant that all new cataloguing carried the latest Dewey Decimal Classification numbers.

(ii) Application of the latest Australian MARC specification (AUSMARC 3) was probably the most major event in cataloguing. Through cooperation with Macquarie University Library staff and assistance by the Administrative Data Processing Unit staff, it is now possible to accept MARC records from the National Library of Australia without deviating in any way from national levels. As a corollary the Library can contribute its records without change to the national database. But the amount of time and labour spent in achieving this goal had its adverse side effects too. For example, the cataloguing output during the year fell below the target.

(iii) With the advance official announcement by the National Library that AACR 2 would be introduced at the national level with the beginning of 1981, preparations were made to meet the implications of its introduction. Various seminars and meetings on AACR 2 were held during the year involving senior staff who further trained other staff - Librarians and Library Assistants, thus slowing down the cataloguing output.

2. Retrospective Cataloguing Project

In 1980 the Retrocat Project completed two years of the 3-year planned project. Progress was hindered by such factors as lack of MARC records, high staff
Cataloguing Division (continued)

turnover, and shortage of staff because of sickness. However, part-time staff reinforcement towards the end of the year assisted in coming closer to the set target. By the end of the year 39,067 volumes (including 17,323 of 1980) had been recatalogued, leaving an estimate of 31,000 volumes still to be reprocessed, mostly to be done inhouse or as original cataloguing.

3. COM Catalogues

Catalogues on COM were produced throughout the year as scheduled. By the end of the year there were 69,000 catalogue records and 296,000 catalogue card images on COM catalogues.

4. On-line Terminal

During the year plans were made to install terminals in the Cataloguing Division for editing records on-line. With this view in mind all staff from the Division were involved in a terminal-use training programme organised by the ADPU.

5. Cooperation with Macquarie University

Macquarie/Wollongong cooperation intensified in 1980, as implementation deadlines drew nearer. In order to achieve deadlines set, meetings of both Data Processing and Library staff became more frequent, mostly being held at Macquarie University.

Major achievements were:

(i) A "Summary of Procedures", outlining a joint workflow for the two Cataloguing Departments was completed.

(ii) Programs were written enabling AUSMARC 3 format tapes to be requested and processed.

(iii) Conversion specifications for existing machine-readable data files were detailed, and a "base" program, centered around the conversion of monographs, was written and tested.
15.

Cataloguing Division (continued)

(iv) Macquarie conducted fairly lengthy (though incomplete) systems tests prior to implementation on 1st December.

(v) Future developments were discussed and a formal list of priorities agreed to by the Project Management Committee.

All in all, a great deal was achieved in 1980, demonstrating that two institutions, even far removed from each other, can have a close, enthusiastic and productive working relationship, enabling a complex system to be developed and implemented, at one institution at least, close to schedule and with a minimum of fuss.

6. Attendance at Seminars, Conferences, Meetings, etc.

(i) Ms M. Edmond attended LASIE (Library Automated System Information Exchange) 3-day seminar in July in Sydney.

(ii) Mr S. Kumar and Ms M. Edmond attended two ARCSOLA (AACOBS Regional Committee - Subcommittee on Library Automation) meetings in July and November, in Sydney.

(iii) Australian Bibliographic Network (ABN) seminar was attended by Mr S. Kumar (and Mr J. Langridge) held at Fisher Library in Sydney in July.

(iv) Ms M. Edmond attended four meetings of the OLC's (Office of Library Cooperation) ABN Task Force and its Cataloguing Committee held during September - December, 1980.

(v) The Chief Cataloguer continued to represent the University Librarian at the Faculty of Science meetings (four meetings held in 1980).

7. In-Service Training

(i) Mr R. Higham was seconded to the Archives Division for four weeks in January as part of his course - B.A. (Library and Information
Cataloguing Division (continued)

Science) requirements by the Riverina C.A.E.

(ii) Ms M. Edmond gave two talks on COM catalogues to staff of Information Services and Resources Divisions in February.

(iii) Seven new staff (J. Carvalho, S. Pupovac, R. Rando, D. McVean, W. Barrett, J. Jordan and D. Stevens) were given an orientation lecture by the University Librarian about the University Library's role and functions on campus.

(iv) The Associate Librarian gave two talks on the introduction of automation in cataloguing to Cataloguing Division staff in July.

8. Visitors

(i) Eighty Library Science students from Kuring-gai College of Advanced Education visited the University Library in October. The Chief Cataloguer, along with other Heads of Divisions, participated in the introduction of the University Library to students.

(ii) In November the manager of Micro-Systems Ltd. visited the University Library in connection with production of COM catalogues.

INFORMATION SERVICES DIVISION

During 1980 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 1980 Reader Education was active in the following areas:
Information Services Division (continued)

Library orientation for new students
Tutorials on using the Library
Tours
Displays
Publications

a) Orientation

Orientation Week coincided with the first week of session, so the Library's orientation programme was in competition with scheduled lectures. Consequently, publicity outside the Library, posters and handouts for new students at the enrolment centre, posters in the Union and an advertisement in Tertangala, promoted self-guided tours as well as tours at fixed times.

The illustrated self-guided tour leaflet was used again successfully and a total of 182 students took formal tours. A video advertisement for Reader Assistance produced by Mrs J. Phillips was shown in the Library Foyer.

During the first two weeks of session an extra information desk was established to handle enquiries about using the catalogue. This proved valuable to new and returning students who were unfamiliar with the microfiche catalogue.

b) Tutorials

Tutorials in using the Library were given to students taking 100-level subjects in Mechanical Engineering, History, Geography, Economics, Philosophy, Psychology and Physics. More advanced bibliographic instruction tutorials were conducted for 200-level and 300-level students in English, General Studies, Chemistry, History, Sociology, Engineering and Metallurgy. Students taking the Graduate Diploma in Business Studies were given a seminar on using legal research materials. Students intending
Information Services Division (continued)

to do Psychology Honours in 1981 visited the Library in December for an introduction to the specialised reference tools and services available to research students. Interlibrary Loans staff participated in this seminar.

c) Tours

Tours of the Library were conducted for a number of groups from outside the University. These included classes from secondary schools, the Wollongong College of TAFE and visitors to the University on Schools Day.

2. Reader Assistance

Reader Assistance provided comprehensive services for academic staff and students during 1980. These services were carried out by a professional staff of 5 Librarians and 4 Library Assistants rostered at the Reader Assistance desk.

As in previous years, Reader Assistance staff were involved in conducting Library tours during the first week of session, introducing new students to the Library and its resources and, in particular, to the microfiche catalogue. A noticeable change in the variety and type of questions dealt with was apparent as a result of the influx of WIE and TAFE students as Library users. This influx also resulted in a heavier demand for instruction in the use of the microfiche catalogue.

The majority of enquiries fell into similar categories as for previous years:

- General directional enquiries.
- Instructional enquiries concerning the arrangement and use of the 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 on the availability, location and instruction in the use of the major bibliographical tools, such as indexes, abstracts and bibliographies.
- Advice to students on the compilation 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 data-based literature searches and information about the types of bases and searches available and their costs.

Throughout the year it was apparent that yellow order slips in the card catalogue posed a continuing problem for Reader Assistance staff. New students in particular had difficulty in interpreting their function and much time was spent in explanation. Alternatives to filing the order slips are being considered by the Library Automation Committee.

3. Interlibrary Loans

The Interlibrary Loans section remained stable with the same staff since March 1977 — one Librarian, and half time each from one Library Assistant and one General Library Assistant.

The number of requests for material on interlibrary loan from staff and students continued to increase, from 5612 in 1979 to 6652 in 1980, a 19% increase. It was possible to satisfy 6258 (94%) of 1980 requests. There was a very slight (3%) decrease, from 2100 to 2043, in the number of requests from other libraries for material held at Wollongong. The Interlibrary Loans section also processes requests from staff and students for computer-based literature searches done by the National Library. These increased from 5 in 1979 to 15 in 1980.
The old Telex machine in the Interlibrary Loans office was replaced by a new model with more functions, and which is quieter and faster. The Telex is used primarily for communicating with other libraries about interlibrary loans, but serves also as a service for all members of the University staff.

4. Non-Book and Special Materials

An outstanding event in 1980 was the microfilming of the South Coast Times newspaper. The Library has many unique volumes of this newspaper which was published between 1900 and 1968. Other libraries cooperated in this project and purchased complete sets of the microfilms, the microfilming being done by W. & F. Pascoe, the leading publisher of newspapers on microfilm. It was appropriate that a new microfilm reader was obtained that was especially suitable for reading microfilms of newspapers, the image projected onto the screen showing a whole newspaper page.

There were many loans of 16mm. motion pictures in 1980 and a significant number of new video tapes were added to the collection. With the wide variety of shapes and formats of material in the Non-Book Collection, about ten separate sequences have been developed. As a consequence, improvements in the arrangement of material and their "sign-posting" are planned for early 1981.

5. Reserve Collection

During 1980, 34,386 items were borrowed from the Reserve Collection, a decrease of 31.6% on 1979 statistics. Details of use of material relevant to particular Departments is kept as an indicator of the value of specific items placed in the Reserve. In December all Departments were informed of how many times each individual item listed for their subject was borrowed.
The overnight loan system continued to function well, there being 1300 overnight loans, 3.8% of the total Reserve Collection borrowing. 8% of overnight loans were returned late. In all 1500 students used the Collection.

The decline in use of the Reserve Collection can be attributed partly to a 28% increase in the use of photocopying facilities within the Reserve Collection, and also to a significant decline in student numbers in Departments which traditionally use the Reserve Collection heavily, particularly History and Geography.

6. **Circulation**

Circulation staff duties included handling of loans, fines, reservations, interlibrary loans, organisations of book displays, loose leaf filing, shelf checking and tidying of shelves. The total loan statistics for 1980 were 100,513, an increase of 6% over 1979.

Of considerable significance was the trial introduction of a reciprocal borrowing scheme between the three tertiary institutions - the University of Wollongong, the Wollongong Institute of Education, and the Wollongong College of TAFE. Figures of borrowers were as follows:

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<th>University</th>
<th>180 College of TAFE</th>
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<tr>
<td></td>
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<td>288 Institute of Education</td>
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<tr>
<td>Institute of Education</td>
<td></td>
<td>23 University</td>
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<td>2 College of TAFE</td>
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<tr>
<td>College of TAFE</td>
<td></td>
<td>10 University</td>
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<tr>
<td></td>
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<td>2 Institute of Education</td>
</tr>
</tbody>
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Despite this growth in numbers of actual borrowers, the Division was able to cope with the increased work involved. Librarians of all three institutions assisted as appropriate in monitoring
difficulties which arose in use by students outside the individual system. All in all, it was a successful exercise in regional cooperation and a desirable excursion into sharing of resources.

7. Displays and Publications

Displays were arranged in the Library Foyer and several publicised courses offered in H.P.S. and English. An exhibition of photographs by the noted Italian photographer Mario Nunes-Vais (1856-1932), entitled "Come Eravamo", included portraits of famous Italians studied by European Languages students and was mounted in cooperation with staff of the University's Department of European Languages and the Dante Alighieri Society of Wollongong. Another display complemented the Annual Conference of the Australasian Association for Logic, hosted by the University. The Schools Day display included a demonstration of the Lockheed/DIALOG service. Other displays included University Day, the University Gardens, and Orientation.

Publications included the following: Guide to Science Citation Index; Guide to Social Sciences Citation Index; Guide to Arts and Humanities Citation Index; Guide to Physics Abstracts; Finding Legal Material in the Library; Literature Searching in Psychology; Library Guide; Audio tapes-400's; Audio tapes-500's - Science; Audio tapes-600's; Education-motion pictures; Motion Pictures and Video Tapes in the Library; Newspapers on microfilm.

8. Visits

Miss R. Dowe, the Information Services Librarian, attended a seminar on the services offered by the Australian Mineral Foundation in Sydney on 25th August 1980, and represented the University Librarian at a Seminar on N.S.W. Information Services on 13th-14th October 1980, in Sydney.
Miss Dowe also visited the National Diet Library in Tokyo, the libraries of the University of Tokyo and the Science Council of Japan in Tokyo, the University of Hong Kong and the Hong Kong Polytechnic.

Reader Education Librarian, Mrs M. Dains, attended a workshop and seminar on Reader Education at Caulfield Institute of Technology from 4th to 8th February 1980, and a Continuing Education Unit on Reader Education at Kuring-gai C.A.E. from 10th to 11th October 1980.

Mrs M. Dains, Mr K. Gaymer, Mrs S. Leahy, Mrs J. Sassall and Mrs D. Swoope attended Ausinet Information System Seminars at the National Library in Canberra.

Mrs G. Antonopoulos visited Skagit Valley Community College Library and Mt. Vernon Public Library in Mt. Vernon, Washington, U.S.A.

Mrs C. Norris attended a conference on government publications at the University of New South Wales, and visited a number of libraries in the North Island of New Zealand.

On 15th and 16th August Mrs J. Phillips presented a paper and led a workshop session at a workshop/seminar on "Public Relations and the Library", organised by the L.A.A. Hunter Valley Regional Group and UCLS, at the University of Newcastle.

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RESOURCES DIVISION

1. Funds

In 1980 an amount of $536,000 was provided for expenditure on monographs, serials and binding. Over 50% of the funds allocated for monographs was committed at Library discretion with some Departments relying on the staff for selection of books in their areas of interest. This was an
important shift from previous reliance on a formula for determining monograph allocations to academic Departments, and reflected a confidence in Library competence in collection building. At the same time there was a clear acceptance by the Library of accountability for meeting Departmental needs with the use of the Library Committee as a forum of appeal in the event of any complaint. No such complaint was received.

Although statistics show an increased use of the collection, there was no decrease in requests for material. This could be seen as an indication that the Library is still below the 'poverty line' in bibliographic terms, fewer books being purchased as a result of the considerable rise in prices.

All libraries are experiencing a major problem with the cost of serial subscriptions and, indeed, with the capacity to maintain existing subscriptions. Although the rate of increase in costs varies from year to year, the inflationary creep associated with their annual cost has to be accepted as inevitable. The demands for additional serials must therefore be limited to the requirements of new areas of teaching and research, a difficult task because all Departments continue to demonstrate a need for new or additional subscriptions.

2. Points of general interest

- An increasing number of bibliographic tools in microform has improved efficiency in bibliographic checking and should lead to a higher success rate in obtaining MARC (machine readable) records.

- Selection of material from second-hand dealers' catalogues was a major task of the Division.

- A major assault was made on the organisation of unprocessed government publications resulting in many items being incorporated into the collection and a speedier flow of new items being maintained. Several gaps in N.S.W. Parliamentary Papers were identified and subsequently filled. Support was

- The transfer of serial recording to a Visidex system was completed, permitting users access to information on the Library's holdings. Related to this activity was a general tidying up and discarding of very incomplete serial holdings, resulting in a more accurate record.

3. Visitors

There were routine visits to the Division by Australian representatives of local and overseas booksellers and publishers. It is essential that a close oversight of current practices by booksellers and publishers be maintained so that best use of Library funds is achieved.

4. Donations

It is pleasing to report that the Illawarra Branch of the Australian Institute of Management increased its longstanding annual donation to Library funds. During December a plaque acknowledging the Institute's generosity was unveiled in the Serials Display Area by Mr W. Jervis, President of the Branch. Funds provided are being directed towards supporting costs of serials subscriptions in the field of management.

Collections of books and journals were received from the French, German and Canadian Embassies, as well as smaller individual donations which assisted in collection development.

5. General comment

It was a somewhat uneventful year, assisted in many ways by the unusually high level of staff stability and experience. Notwithstanding, close attention was given at all times to maintaining effective
liaison with academic staff, particularly through Departmental Liaison Officers. In an environment of increased commitment of funds at Library discretion, such liaison is extremely important.

ARCHIVES DIVISION

1. Policy

The Archives Division has two general functions:

a) To preserve the records of the University and the historically significant papers of its staff and students.

b) To collect, and make available for use in the teaching and research programmes of the University, original and uncommon resources relating to Australian society.

2. University Records

The role of the Archives Division in the preservation of University records is largely restricted to the provision of storage and retrieval facilities. There is no formal mechanism for the transfer of administrative and academic departmental records. In practice, however, most departments have transferred non-current records to archival storage.

At the end of 1979, University records held in the Archives totalled 281 shelf metres. A further 32 metres were accessioned during 1980. This represented an 11.38% increase in holdings.

The number of items retrieved from University records rose from 147 in 1979 to 275 in 1980, an increase of 87.07%.

Large deposits were received from Student Affairs, the Students' Representative Council and International House. Records were also received from the Departments of English, Metallurgy, Computing Science...
and from the University Librarian.

3. **Research Collection**

The collection includes manuscript; tape, phonodisc and video recordings; photographs and a wide range of pamphlets on a variety of social, political and economic subjects relating to Australian society.

New accessions to the collection totalled 35 shelf metres which represented a 6.03% increase in holdings. At the end of 1980, approximately 615 shelf metres of research material were held.

Significant new deposits included copies of Australian Council of Trade Union minutes which were deposited by Associate Professor J. Hagan. In November, Eliot V. Elliott, former secretary of the Seamen’s Union, deposited his personal papers. These papers chronicle the activities of one of Australia’s leading communists from 1934 to 1979.

Another significant deposit contained the papers of Lewis George McKay. Between 1969 and 1973, McKay unsuccessfully challenged C.T. Oliver for leadership of the NSW branch of the Australian Workers' Union. His papers contain minute details of this challenge and of his activities as a union organiser.

Additions to existing deposits were made by a number of organisations including WIN TV, Water and Sewerage Employees' Union and local branches of the Australian Labor Party.

Use of the collection increased slightly during 1980. The number of items issued rose by 7.63% to 916 and the number of researchers rose from 40 in 1979 to 55 in 1980. Most researchers were students or staff of the University of Wollongong or were members of the local community. Fewer researchers from other universities made use of the collection.

4. **Accommodation**

The perennial problem - adequate storage - continued
Archives Division (continued)

during 1980. The lease on the existing repository will expire in January 1982 and may not be renewed. Several alternative repositories were investigated during the year. With the exception of an area on campus, all were found to be unsuitable. The proposed campus storage area will accommodate only part of the collection but will be an improvement on the conditions of the existing repository.

With the installation of the three compactus shelving units at the repository and a similar unit in the University Library, the Division now has approximately 1200 shelf metres of storage at its disposal. Of this, 1078 metres have been allocated including 150 metres temporarily occupied by Wollongong City Council records.

5. Staff

The Archivist, Laurie Dillon, resigned in February to take up the position of Archivist at the University of N.S.W. Throughout the remainder of the year, the Division's staff consisted of an Acting Archivist and a Typist/Office Assistant.

The reduction in staff lessened the Division's effectiveness. The processing of records, particularly those of a large or complex nature, was delayed. It was often difficult to devote time to collection building and the material accessioned was frequently the work of interested academic staff. The staff reduction also necessitated the Typist/Office Assistant undertaking preliminary processing and some researcher enquiry duties.

The backlog of unprocessed records was somewhat alleviated by the employment of a student from the Diploma in Archives Administration course at the University of N.S.W. This student was employed during November and December. He was responsible for the processing of a large amount of University records, particularly from the Finance Office.
6. Visitors

The Division cooperated with the Schools of Librarianship at the University of N.S.W. and Riverina CAE by providing facilities for student work experience. Rod Higham from the University's Cataloguing Division spent a month working in the Archives as part of his course at Riverina CAE. During June, Fabian LoSchiavo from the Diploma in Archives Administration at the University of N.S.W. spent a week gaining work experience.

Other visitors included Coralee Ward from Metal Manufactures Library, Betty Goodyer from the State Library of N.S.W. and John Winterbottom from Riverina CAE Archives. The Division was also host to students from Warilla High School and the Librarianship course at Kuring-gai CAE.

7. Other Activities

The Acting Archivist was involved in a seminar conducted by the School of Librarianship at the University of N.S.W. The seminar sought to provide ideas for redesigning the graduate diplomas offered by the School. The former diplomas are to be replaced by a Diploma in Information Management with options in librarianship and archives.

Lectures on the role of the University Archives were given to students in the Department of Sociology and to members of the Illawarra History Teachers' Association.

The Acting Archivist represented the University on a committee established by the South Coast Regional Office of the Department of Education. This committee was charged with organising exhibitions commemorating the centenary of public education in N.S.W.

The Division continued to provide a member of the Environmental Heritage Committee established by the Wollongong, Kiama and Shellharbour Councils.
Archives Division (continued)

8. **Publications**

The first major guide to the holdings of the University Archives, Select List of Archives and Manuscripts, was published in March 1980. Copies were distributed to archival institutions, libraries and academic institutions throughout Australia.

Information leaflets were prepared for students in 'A Practical Introduction to Social Research' and in 'Australian History 1850-1930'.

A list of public schools in the Illawarra region was prepared in conjunction with a project entitled 'Growing Up in Illawarra'. This project is researching the history of childhood in the Illawarra and involves members of the Departments of History and Education. The list includes all state funded schools which have operated in the area between Helensburgh and the Shoalhaven River from 1848 to 1976.

9. **Conclusion**

The proposed relocation of the repository will provide a stimulus to the Division in 1981. For the first time since the establishment of the collection, the bulk of the material will be housed in environmentally suitable conditions. Although staffing restrictions are likely to continue, the new repository and changes in the internal functioning of the Division will enable the level of service to researchers to continue undiminished.

Despite the restrictions caused by the reduction in staff, the use of the Division's resources rose by 19.34% and the amount of records held increased by 7.78%. Most encouragingly, a higher percentage of researchers were students of the University of Wollongong than in previous years.
Automation of Library procedures moved on relentlessly during 1980, touching on all areas of Library activity, and remained one of the principal responsibilities of the Associate Librarian. The chief mechanism for general discussion of the various issues involved rested with the Library Automation Committee. The Committee is comprised of senior Library staff, a representative from the Library Committee of Senate, and the Assistant Registrar, Administrative Services. Other University personnel are invited to attend from time to time as appropriate. The Committee met five times between March and December and considered a range of issues, including the following:

- Enhancement of the cataloguing sub-system being developed jointly with Macquarie University Library. Of related interest was the Washington Library Network (WLN) system later transmuted into the Australian Bibliographic Network (ABN) system by the National Library of Australia.

- Specific measures arising from cooperation with Macquarie University Library which necessitated a vastly increased frequency of meetings of cataloguing and data processing personnel from both institutions. It was necessary also for senior management staff to assess the ongoing cooperative programme from time to time to reappraise priorities. More detailed notes on the joint cooperation appear in the Cataloguing Division section of this Report.

- Within the serials sub-system the Associate Librarian refined the Serials List through elimination of a large number of titles which were discarded because of incompleteness. At the same time a large number of new titles was added.

- Preliminary plans were made for instituting a sundry debtor system which would produce automatically Library fines for overdue books.
Data processing needs for 1981-1982 were appraised to establish priorities on projects for implementation. From these deliberations separate feasibility studies were approved for considering an automated circulation and an automated acquisitions system, both to be undertaken during 1981.

Somewhat outside the immediate attention of the Library Automation Committee were activities of the Office of Library Cooperation mentioned elsewhere in this Report. Although its interests were many and varied, a major activity of the Office was directed towards shared cataloguing and prospects of a network within New South Wales. To this end the Office identified criteria for shared cataloguing systems against which the Macquarie/Wollongong system rated highly.

In October the Cataloguing Division participated in a trial project accessing the OCLC (Ohio College Library Center) data base in the U.S.A., this being arranged in cooperation with the Wollongong Institute of Education Library. With the National Library promoting its ABN proposal, it was considered important to gain comparative experience with other systems or alternatives.

In summary, automation of Library procedures and services took an increasing amount of time and effort. Such intensification was not surprising in the face of increased awareness of the need to assess cost benefits of a whole range of University activities in the light of a bleaker financial future.

STATISTICS

General Comments

Where appropriate figures have been used to emphasise particular points within the separate Divisional reports. If any figure is to be singled out as particularly
Statistics (continued)

significant, this would have to be the Cataloguing Division's figure of 19,282 volumes added to the collection, thereby producing an average of 21,672 volumes added over the last four years, figures from 1977-1980 being 21,017, 22,431, 23,959 and 19,282 respectively. The whole collection totalled 197,774 volumes at the end of the year, modest by comparative standards, but able to meet much of the requirements at least of teaching, if not research. Specific details are:

(i) Resources Division

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>New monograph volumes (by purchase)</td>
<td>11,668</td>
</tr>
<tr>
<td>Monograph volumes (by donation)</td>
<td>637</td>
</tr>
<tr>
<td>Additional monograph copies</td>
<td>492</td>
</tr>
<tr>
<td>Serial volumes received bound</td>
<td>1,607</td>
</tr>
<tr>
<td>Serial volumes sent to binder</td>
<td>3,524</td>
</tr>
</tbody>
</table>

Budget provision for 1980 was as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serials</td>
<td>$187,600</td>
</tr>
<tr>
<td>Binding</td>
<td>46,000</td>
</tr>
<tr>
<td>Monographs</td>
<td>140,000</td>
</tr>
<tr>
<td>General Purposes</td>
<td>152,400</td>
</tr>
<tr>
<td>Freight and Postage</td>
<td>10,000</td>
</tr>
</tbody>
</table>

$536,000

The serials component of the budget represented only 35% of the recurrent allocation, thus maintaining this more volatile item at safe levels in highly inflationary times.

(ii) Cataloguing Division

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>New monograph titles catalogued</td>
<td>12,481</td>
</tr>
<tr>
<td>Additional monograph titles catalogued</td>
<td>1,060</td>
</tr>
<tr>
<td>New serial titles catalogued (purchase)</td>
<td>294</td>
</tr>
<tr>
<td>New serial titles catalogued (donation)</td>
<td>163</td>
</tr>
<tr>
<td>Non-book and special materials catalogued (bibliographical units)</td>
<td></td>
</tr>
<tr>
<td>Theses</td>
<td>12</td>
</tr>
<tr>
<td>Rare Books</td>
<td>5</td>
</tr>
<tr>
<td>Cassettes</td>
<td>93</td>
</tr>
<tr>
<td>Kits (Games)</td>
<td>10</td>
</tr>
<tr>
<td>Microfiche</td>
<td>473</td>
</tr>
</tbody>
</table>
Statistics (continued)

<table>
<thead>
<tr>
<th>Format</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microfilms</td>
<td>34</td>
</tr>
<tr>
<td>Motion Pictures</td>
<td>6</td>
</tr>
<tr>
<td>Transparencies</td>
<td>51</td>
</tr>
<tr>
<td>Maps</td>
<td>8</td>
</tr>
<tr>
<td>Video Cassettes</td>
<td>16</td>
</tr>
<tr>
<td>Other formats</td>
<td>37</td>
</tr>
</tbody>
</table>

Volumes withdrawn 1,213

(iii) Bibliographic Resources

- Total monograph holdings at 31 December: 134,397 volumes
- Total serial holdings at 31 December: 59,216 volumes
- Holdings in microform at 31 December: 4,161 volumes
- Total volumes at 31 December: 197,774

(iv) Information Services Division

(a) Circulation

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>82,930</td>
</tr>
<tr>
<td>University staff</td>
<td>8,630</td>
</tr>
<tr>
<td>Postgraduate</td>
<td>5,180</td>
</tr>
<tr>
<td>Total</td>
<td>96,740</td>
</tr>
<tr>
<td>Serial loans</td>
<td>3,773</td>
</tr>
<tr>
<td>Total monographs and serials</td>
<td>100,513</td>
</tr>
<tr>
<td>Reserve Collection loans</td>
<td>34,386</td>
</tr>
<tr>
<td>Tattle Tape Gate count</td>
<td>334,234</td>
</tr>
</tbody>
</table>

% increase or decrease on 1979

- Undergraduate: 4.1 inc.
- University staff: 7.0 inc.
- Postgraduate: 30.0 inc.
- Total: 5.5 inc.
- Serial loans: 11.3 inc.
- Total monographs and serials: 5.7 inc.
- Reserve Collection loans: 31.6 dec.
- Tattle Tape Gate count: 0.03 dec.

(b) Interlibrary loans

- Requested by Wollongong: 6,652 (18.5 inc.)
- Supplied to Wollongong: 6,258 (22.1 inc.)
Statistics (continued)

Requested from
Wollongong 2,043 2.7 dec.
Supplied by
Wollongong 1,488 0.01 inc.

(c) Library fines
First fines 8,625
Second fines 1,745
Total 10,370
Less withdrawals,
cancellations 634
Effective total 9,736

(v) Archives Division

Research Collection

<table>
<thead>
<tr>
<th>Users</th>
<th>1980</th>
<th>1979</th>
<th>1978</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>20</td>
<td>21</td>
<td>19</td>
</tr>
<tr>
<td>Honours</td>
<td>2</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Postgraduate</td>
<td>7</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Academic/University staff</td>
<td>7</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Other Universities</td>
<td>4</td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td>Community</td>
<td>15</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>55</td>
<td>40</td>
<td>38</td>
</tr>
</tbody>
</table>

Number of visits 166 125 108
Number of issues 916 851 785

University Records

Retrievals from Archives

<table>
<thead>
<tr>
<th>Department</th>
<th>1980</th>
<th>1979</th>
<th>1978</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Accountancy</td>
<td>-</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Department of Education</td>
<td>3</td>
<td>11</td>
<td>-</td>
</tr>
<tr>
<td>Department of English</td>
<td>2</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Department of History</td>
<td>-</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Deputy Vice-Chancellor</td>
<td>-</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Development and Planning</td>
<td>-</td>
<td>11</td>
<td>3</td>
</tr>
<tr>
<td>Finance</td>
<td>11</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>International House</td>
<td>5</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Registrar</td>
<td>4</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Staff Office</td>
<td>8</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>Student Administration</td>
<td>231</td>
<td>80</td>
<td>45</td>
</tr>
<tr>
<td>Union</td>
<td>-</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>University Library</td>
<td>11</td>
<td>23</td>
<td>8</td>
</tr>
<tr>
<td>Total</td>
<td>275</td>
<td>147</td>
<td>83</td>
</tr>
</tbody>
</table>
ASSOCIATED ACTIVITIES

General Comments

It is inevitable that various organisations outside the University, but within the bounds of the Library's role in the provision of library and information services, involved various members of the Library staff. The following notes indicate briefly the nature of these activities.

1. Illawarra Regional Librarians Cooperation Committee (IRLCC)

Meetings of this Committee, convened by the University Librarian, were held regularly. Matters addressed by the Committee included the following – distribution of microfiche copies of the Library's current cataloguing within the region; prospects for a joint courier service to Sydney based libraries; an updating of the Directory of Illawarra Libraries; development of the Illawarra Regional Information Service (IRIS); a state information policy.

2. Wollongong City Council Advisory Panel

The University Librarian continued as a member of this Panel. It is pleasing to report that filling of longstanding gaps in Library holdings of the N.S.W. Parliamentary Debates arose from discussion at one of the meetings.

3. Committee of Australian University Librarians (CAUL)

The University Librarian attended the annual meeting of the Committee in August, and participated in "round robin" correspondence of members throughout the year, several matters being instigated by Wollongong. Within the activities of the Committee the Administrative Officer, Mr Ken Moran, and the University Librarian prepared annual statistics relating to Australian and New Zealand University libraries for publication in Australian Academic and Research Libraries.
Important matters raised in correspondence were concerned with the following topics - national collection building, cataloguing costs, photocopying and copyright, deposit of undergraduate theses, professional qualifications, interlibrary lending, library binderies, the Australian Bibliographic Network (ABN), and aspects of library statistics.

4. Office of Library Cooperation (OLC)

Activities of the Office on which the Deputy Vice-Chancellor Professor Alex Clarke, the Assistant Registrar Mr Jim Langridge, and the University Librarian, are representatives of the University, continued to be directed towards establishment of an office to further the development of resource sharing. The principal thrust of 1980 efforts concerned participation in an ABN pilot study, evaluation of shared cataloguing systems, the role of the Office itself, and reciprocal borrowing.

5. Discussion Group, N.S.W. Librarians

First mentioned in last year's Report in "Think Tank" terms, there were again useful consequences from meetings of the Group held during 1980. The Group met informally under the general chairmanship of the Head of the School of Library and Information Studies of the Kuring-gai CAE, Mrs Margaret Trask. In April the Group produced a final version of a substantive paper entitled "Planning and Coordinating Library and Information Services in Australia". Other meetings promoted discussion of several other topics of general interest to the library profession, particularly an information policy for N.S.W.

6. Australian Advisory Council on Bibliographical Services (AACOBS)

As the University's representative on AACOBS, the University Librarian attended meetings of the N.S.W. Regional Committee in the State Library of N.S.W. and the Council's annual meeting in August. Two
38.

Associated Activities (continued)

seminars sponsored by AACOBS, were attended in May (Canberra) and August (Sydney) on "National Collection Building" and "Bibliographical Services to the Nation: The Next Decade" respectively.

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PUBLICATIONS

There are specific comments concerning publications in other sections of this Report, namely the Information Services Division and the Archives Division, where publications are actively prepared within ongoing programmes. However, previous reports have not referred to inhouse activities and this omission is now to be redressed.

There were three issues of \textit{Ad Lib}, the Library Bulletin, which has had a somewhat chequered career. It remains, nonetheless, a vehicle for staff comment and imagination, the preparation being shared in turn by the various Divisions with oversight by the "Continuity Editor", Mr Keith Gaymer, Non-Book Materials Librarian. Also produced during 1980 were three issues of \textit{Library Bull}, a one sheet newsheet reporting Library affairs across the whole range of Library operations. Finally, during 1980 there were four \textit{Library Staff Papers} issued, producing albeit retrospectively, useful reports issued internally between 1975 and 1979. This was a new venture which may inspire further, and hopefully more timely, publications arising in Library organisation, management and operations.

Published articles are noted below:

\textbf{J. Hazell}: 1979 Australian and New Zealand university library statistics.

\textit{(In Library Statistics 1979 : Supplement to Australian Academic and Research Libraries, Vol.11, No.3, September 1980).}
Publications (continued)
