THE UNIVERSITY OF WOLLONGONG
LIBRARY
ANNUAL REPORT 1979
<table>
<thead>
<tr>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Committees 1979 ........................................... 1</td>
</tr>
<tr>
<td>Library Staff ................................................................... 4</td>
</tr>
<tr>
<td>General Issues ................................................................... 9</td>
</tr>
<tr>
<td>Resources Division ................................................................ 15</td>
</tr>
<tr>
<td>Cataloguing Division ................................................................ 17</td>
</tr>
<tr>
<td>Archives Division ................................................................... 19</td>
</tr>
<tr>
<td>Information Services Division ............................................. 27</td>
</tr>
<tr>
<td>Library Automation .................................................................. 35</td>
</tr>
<tr>
<td>Associated Activities ................................................................ 36</td>
</tr>
<tr>
<td>Statistics 1979 .................................................................... 40</td>
</tr>
<tr>
<td>Publications ......................................................................... 42</td>
</tr>
</tbody>
</table>

Of all the inanimate objects, of all men's creations, books are the nearest to us, for they contain our very thoughts, our ambitions, our indignations, our illusions, our fidelity to truth, and our persistent leaning toward error. But most of all they resemble us in their precarious hold on life.

(Joseph Conrad

Notes on Life and Letters)
LIBRARY COMMITTEES 1979

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."

Chaired by Deputy Vice-Chancellor Alex Clarke, the Committee met six times between February and December. From time to time other University Administration and Library personnel attended meetings to discuss particular items. Amongst the matters discussed were the following:

- University Archives;
- Confidentiality of loans;
- Daily courier service;
- Reporter Services;
- Library Budget 1980 and Departmental Allocations;
Library Advisory Committee (continued)

- Library fines;
- Williams Committee Report;
- Microfiche copying of card catalogues;
- Cooperative aspects of interlibrary use and lending;
- Retrospective Cataloguing Project;
- Reciprocal borrowing by tertiary students;
- Concept of the self-renewing library;
- Library Planning, 1980-85;
- Borrowing rights for the community;
- Limited term appointments;
- Library security.

LIBRARY COMMITTEE OF SENATE

Chairman
Dr J. Ellis Department of Chemistry
(unti1 18th April meeting)
Professor J. Reinfelds Department of Computing Science
(from 18th July meeting)

Secretary
Mr J. Hazell University Librarian
(by invitation)

Minutes Secretary
Mrs M. Yatras Secretary to University Librarian

Members

Faculty of Engineering
Dr K. McLean Department of Electrical Engineering (until 18th April meeting)
Dr M.J. Boyd Department of Civil Engineering (from 18th July meeting)

Faculty of Humanities
Dr J. Panter Department of History & Philosophy of Science (until 18th April meeting)
Dr F.S. Piggin Department of History (from 18th July meeting)
During the year there were five ordinary and one special meeting. It is appropriate to note that significantly reduced frequency of meetings in the second half of the year, two only being held, was the consequence of a decision by the Vice-Chancellor to reduce the frequency of all committee meetings held within the University. In particular, the decision was made to limit meetings of the Library Committee to once every six months. The Library Committee itself resolved on the matter at the July meeting as follows:

"LC 8/79

Preamble: Having regard to the function of the Library Committee as a users committee and the fact that special meetings can be called to discuss urgent matters, especially allocation of funds to meet Departmental needs, the Library Committee resolved:

The Library Committee will meet twice-yearly, with provision for a special meeting, if necessary. The next meeting is to be held on Wednesday, 14 November 1979."
Library Committee addressed itself to various matters as follows:

- Microfiche copying of Library catalogues;
- Use of formula for Departmental monograph allocations;
- Serials Survey;
- Confidentiality of loans;
- Exchanges and Gifts;
- Archives;
- New Serials subscriptions;
- Noise in the Library;
- Honours Degree Theses.

It is appropriate to comment that the Library Committee lessened in its capacity as a useful vehicle for feedback on Library problems because it met less often. At the same time, emphasis has been given to promoting more direct contact between academic and Library staffs in the working situation. As a consequence, solutions to problems, real or imagined, are likely to be more immediate and effective.

LIBRARY STAFF EMPLOYED AS AT 31ST DECEMBER 1979

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
Library Staff (continued)

Librarians

Mrs G. Antonopoulos, B.A.,A.L.A.A.
Ms M. Edmond, B.A. (Hons.)
Mr K. Gaymer, B.A., Dip. Lib., A.L.A.A.
Mrs S. Leahy, B.A.
Mr J. Myrtle, B.A. (Hons.), A.L.A.A.
Mr S.I. Sefein, B.A., A.L.A.A.

Archivists


Administrative Staff

Mrs M. Yatras Secretary to the University Librarian
Miss D. O'Hare Stenographer

Systems Staff

Mr C. Foster Analyst Programmer
Mr M.J. Rogers Programmer
Mrs C. Boyd Machine Operator
Miss L. Darling Machine Operator

Library Assistants

Miss R. Cullen, B.A.
Mrs L. de Graaff, A.L.A.A.
Mrs P. Epe
Mrs A. Gibson
Mr R. Higham (Temporary)
Mrs R. Makula, B.A.
Miss J. Moxon, B.A.
Miss L. Musgrave, B.Sc.
Mrs C. Norris, A.L.A.A.
Mrs J. Phillips, A.L.A.A.
Library Staff (continued)

Mrs C. Pye
Mrs J. Sassall
Mrs D. Stevens
Mrs E. van Leeuwen
Mrs U. Winkler

General Library Assistants

Miss E. Brand
Mr A. Cicchinelli
Miss R. Coleman
Mrs A. Gilchrist
Mr J. Hagan
Miss L. MacDonald
Mrs A. O'Keeffe
Miss K. Pattman (Temporary)
Mrs J. Provan
Mrs L. Ross
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

STAFF CHANGES DURING 1979

Total formal establishment increased marginally from 55 to 57 positions and, at the end of the year, three posts were designated as limited term appointments on a three year basis. Both of the new posts were in the Information Services Division. The position
Staff Changes (continued)

of Systems Analyst, on secondment to the Administration Data Processing Unit (ADPU) was redesignated Analyst Programmer.

In addition to fulltime positions, it is pleasing to report that strong support was given to the Retrospective Cataloguing Project in the Cataloguing Division for which five staff were temporarily employed throughout the year. Two other temporary positions, also within the Cataloguing Division, continued to be supported, both positions for work in normal cataloguing operations. Temporary assistance by students within the Information Services Division at night and weekends continued longstanding arrangements which have been successful over a number of years. Some student assistance was also given in the Archives Division.

In summary of the year, apart from temporary staff, there were nine (9) actual resignations, five (5) positions vacated by staff appointed to other classifications, and establishment and filling of two (2) new positions. Circumstantially, temporary posts within the Retrospective Cataloguing Project provided a useful reservoir of applicants for permanent posts, despite the aggravations of the turnover.

LIBRARY REORGANISATION

A significant development during 1979 resulted from approval to redesignate the Library's former Divisions, Departments and Units as five functional areas, as follows:

1. University Librarian's Division;
2. Information Services Division (formerly Reader Services Department);
3. Resources Division (formerly Acquisitions Department);
Library Reorganisation (continued)

4. Cataloguing Division (formerly Cataloguing Department);
5. Archives Division (formerly Archives Unit).

It will be apparent that the Divisions as such represent functional units and that all are not equivalent in size or levels of responsibility.

At the same time as establishing the Divisions, it was necessary to rename some positions as follows:

Associate Librarian (formerly Technical Services Librarian);
Information Services Librarian (formerly Reference Librarian);
Resources Librarian (formerly Acquisitions Librarian).

In conjunction with the reorganisation, comprehensive detailed statements were prepared on the functions of each Division. For example, the Resources Division has the following objectives:

Development of the Library's collections through collection building to meet needs of individual Departments and other academic units for both teaching and research;

Implementation of policy matters related to collection building;

Responsibility for conservation activities to protect such collections;

Monitoring of allocation of funds.

Through clear statements of objectives Library staff have been made more conscious of the need for achieving annual goals. Coupled with recently revised individual statements of duty, it has been possible to look ahead in planning with heightened confidence in the Library's operations.
GENERAL ISSUES

1. Library Management

The Library's reorganisation into Divisions has been noted elsewhere but, in conjunction with this exercise, improved methods of reporting information and developments from the Divisions were instituted. A system of regular reporting between March and December was instituted at the end of the year, reports to be presented on a monthly, quarterly or annual basis, depending on the time of year. Quarterly reports are expected to provide an opportunity for incorporating staff feedback from within a Division.

Useful and essential contacts come from formal and informal meetings with Library Liaison Officers in the academic Departments. From regular dialogue between Library staff in the Resources Division and the Liaison officers, concerning Departmental needs for teaching and research, appropriate items for adding to the collection are able to be identified. At other levels of dialogue new members of the academic staff were invited to meet the University Librarian and other senior staff at the time of appointment. Such meetings permitted a free exchange of advice and comments about Library services.

2. Staff Interchange and Inservice Training

General comments concerning staff changes are made elsewhere, but it is worth noting that the question of staff interchange was considered during the year. Arrangements were made for exchange during 1980 of a staff member in the Information Services Division with a counterpart from the Wollongong City Library Reference Section. The impetus for staff interchange came from similar arrangements between the City Library and Shellharbour Municipal Library. In
similar vein, on the basis of one day a week for some weeks, for two separate periods, Shellharbour also sent a staff member to the Information Services Division for direct reference experience.

Interdepartmental job awareness was considered in late 1979 and arrangements made for structured visits or inspections by staff of different Divisions. In this way the staff member is assisted in awareness of the functioning of Divisions and their roles, and thus becomes better informed about the overall organisation of the Library.

Inservice training was reappraised to the extent that the University Librarian instituted short one hour sessions for new staff, directed towards the administrative functions. At the same time there were opportunities to secure useful feedback on any problems facing newer members of staff. Apart from the usual staff induction at a Divisional level, it has not been possible to develop inservice training sessions on a total Library basis. This may not necessarily be wholly desirable in any event because of the high staff time commitment, and the inter-Divisional visits noted above seem to be sufficient.

3. Intra-University Committees

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
11.

General Issues (continued)

Chief Cataloguer (Mr S. Kumar) represented the Library at meetings of the Faculties of Humanities, Social Sciences, and Science, respectively.

The University Librarian continued membership of the Vice-Chancellor's Budget Advisers Committee. Once again, detailed consideration of Library budget proposals by the Library Advisory Committee enabled strong presentation of Library needs at the Budget Advisers meetings.

Although scarcely a formal committee, the University Librarian attended regular meetings of the Chief Administrative Officers (known locally as CAOS), and the Students Representative Council (SRC). These meetings proved useful in feedback on matters affecting student use of the Library.

4. Library Planning

A major exercise during 1979 was preparation of the document entitled "Library Planning, 1980-1985: A Report to the Planning Committee". This document contained much of the philosophy of Library service, and commented on expectations and hopes for the future. It would be realistic to comment that the document assessed the Library's standing at the beginning of the 1980's. Nonetheless, detailed tables showing furniture, equipment and other funding needs to maintain temporary assistance and overtime levels, formed the basis for 1980 budgeting.

One aspect of forward planning which will require some reappraisal as the collection expands and space availability tightens, is the assumed regional role of the University Library. It has been a feature of our practice to readily accept material offered by libraries in the region, especially the special libraries from industry,
and especially serials. This may not be able to be continued in future without additional resources being provided.

5. Government Publications

Government publications were the subject of two reports generated by the Library Board, whose activities are noted elsewhere. This material is of considerable importance to several disciplines taught at the University and, as the material arrives under the University Libraries Free Issue Scheme (ULFIS) in vast numbers, its organisation has become a matter of concern. The reports in question proposed a separate arrangement for such material under the direction of a specially designated librarian. It was not possible to implement the proposal and government publications remained a problem.

6. Education for Librarianship and Work Experience

Library staff continued involvement in education for librarianship as in previous years. Miss R. Dowe, Information Services Librarian, attended the Second National Workshop on Library Technicians held in Sydney in May. She also continued lecturing to students undertaking the Library Practice Certificate at the Wollongong College of TAFE.

At the graduate level of training, considerable effort was made to foster interest in the Graduate Diploma in Library Science offered by the Kuring-gai College of Advanced Education. Personnel from the College visited the University in November, this visit providing an opportunity for major library employers, potential students and others to express interest in the course. Associated with the Diploma, the University Librarian assisted at one session in selection of some applicants for the College course.
Related to education for librarianship are careers evenings organised by local high schools. As in previous years the University Librarian attended a major careers evening at Crown Central in the city. This provided an opportunity to advise interested students in career prospects at two levels of entry into librarianship: non-graduate (technician/library assistant) and graduate (librarian). The lack of graduate training in the region and the phasing out of examinations of the Library Association of Australia has placed great emphasis on training offered by Colleges of Advanced Education such as Kuring-gai and the Riverina.

As a final comment on education for librarianship, it should be noted that students from three local high schools participated in work experience programmes in the Library. These were of a week's duration and provided five students with a real chance to assess their interest in librarianship. Work experience was undertaken on the basis of normal working hours, no payment, insurance cover, and a report to the school on performance.

7. Interlibrary Lending

It is obvious that the current era of library growth in Australia is very much affected by the level of funding provided to purchase material required for teaching and research. With implied and actual reductions in University and, hence, Library funding, greater dependence than ever has to be given to use of interlibrary lending and sharing of those resources available in the country. To this end an extremely important achievement was the reaching of agreement on the final format of a national interlibrary loan form, stocks of which were produced at the Library Association's Biennial Conference in August.
8. **Library Closings**

On 29th October, following a genuine fire alarm at 4.30 p.m., the Library was evacuated for half an hour, the evacuation being carried out smoothly. Happily the alarm proved false.

On 20th December the Library closed entirely for approximately four hours because of noise generated by building alterations.
RESOURCES DIVISION

1. Funds

In 1979 an amount of $539,980 was provided for expenditure on monographs, serials and binding. It is comforting to note that the University was able to match the Earmarked Grants which were available in the years 1976-1978. These Grants gave significant impetus to the operating levels of the Library and the consequent lift in Recurrent Funds in 1979 allowed continuation of the expanded purchasing programme and subsequent collection growth. A significant development over previous years was the level of funds committed at Library discretion after consultation with academic Departments. The degree of confidence in Library capacity to build up resources is gratifying.

2. Points of General Interest

- There were aggravating postal and delivery difficulties, both within Australia and overseas, which severely affected the orderly flow of commitment and expenditure of funds.

- A notable feature of acquisition was that fewer back sets of serials were ordered, the bulk of purchases being monographs, out-of-print books and reference material.

- Work proceeded on transferring serial records from the old card system to the Visidex. When completed early in 1980, this accurate record of holdings will be available for student and staff use.

- Because of the concerted effort to commit funds, little work was carried out on processing donations. It is pleasing to record continued financial support from the Australian Institute of Management (Illawarra Branch), directed especially towards support of serials subscriptions in management fields.
Resources Division (continued)

- An increase of $19,500 in the allocation of funds for binding resulted in staff having to be seconded to assist in the preparation of material.

- Assistance was given in preparation of the list of serials which was updated and cumulated, three supplements being issued at irregular intervals.

3. Attendance at Conferences, Meetings, etc.

Ms F. McGregor and Mrs M. Ellis attended the 20th Biennial Conference of the Library Association of Australia in Canberra in August.

The Resources Librarian continued to represent the Library at the Faculty of Humanities meetings.

4. Visitors to the Division

Mr C. Tyzack and Mr A. Smith of B.H. Blackwell, Oxford; Mr R.W. Dorn of Otto Harrassowitz, Germany; Mr J.K. Coutts, President of Coutts Library Services Inc., New York; and Mr M.R. Millbourn, Chairman of W.H. Everett & Son Ltd., London.

In addition, there were routine visits to the Division by Australian representatives of overseas publishers.
CATALOGUING DIVISION

1. Retrospective Cataloguing Project

The Project, begun somewhat tentatively in the second half of 1978, commenced in earnest in January 1979, hopefully to be extended to the end of 1981. A staff of four (three Library Assistants and one General Library Assistant) were appointed, thereby necessitating a rearrangement of furniture disposition within the Division. In conjunction with these moves, microfiche viewers were located more strategically for use by cataloguers.

At the end of the year a total of 21,744 volumes had been reprocessed, a reappraisal of the original target having been made in the first half of the year. It is anticipated that this level of retrospective cataloguing will permit achievement of the three year Project if approved for 1980 and 1981.

2. Catalogues

Catalogues on Microfiche (COM), started in 1978, were regularly updated throughout the year. Original planning was for a combined dictionary catalogue of Author/Title/Subject, but a change was made to divided catalogues of Author/Title, and Subject, pending a reconsideration of needs. It should be noted that as all cataloguing information on items added to the collection appeared in COM, the production of catalogue cards stopped at the end of the previous year. By the end of 1979, 44,000 items had been catalogued and 190,000 catalogue card images were on COM.

3. Cooperation with Macquarie University

Cooperation with Macquarie University about the joint cataloguing system was resumed on a formal basis. One of the aims of this system is to implement the Australian MARC Specification 3
Cataloguing Division (continued)

(AUSMARC 3) as early as possible in order to be able to accept MARC records from the Australian MARC Record Service (AMRS). Cataloguing and data processing staff in both centres were involved in a joint effort to implement AUSMARC 3 before July 1980, the date planned for implementation by AMRS. During 1979, 17 meetings were held altogether; 4 at the University of Wollongong and 13 at Macquarie University and/or the CAGA Centre, Sydney. The level of cooperation reached has been a real achievement in cooperation between the two Universities. The dedicated efforts of both institutions vastly increased capacity to progress more quickly in the field of automation.

4. Visits by Cataloguing staff to other institutions

The Chief Cataloguer, Mr S. Kumar, visited the University of New South Wales and the University of Sydney regarding arrangement of government publications and the Landmarks of Science.

Whilst on leave overseas, Mr Kumar was able to visit some social science research institutions and university libraries in the Delhi Metropolitan area and in Lucknow, U.P. India. The libraries visited were: Indian Council of World Affairs Library, Sri Ram Institute of Industrial Research, Jawaharlal Nehru University Library, and the University of Lucknow Library. During the visits Mr Kumar discussed the latest developments in cataloguing, shared cataloguing in particular, taking place in Australia, especially in New South Wales universities, and to what extent those institutions in India could implement them in their libraries. It was interesting to note that two of the institutions started seriously considering to convert their card catalogues into microform.
Cataloguing Division (continued)

5. Attendance at Seminars and Conferences

Mr S. Kumar and Mrs D. Endicott attended meetings of the ARCSOLA (AACOBS Regional Committee - Subcommittee on Library Automation).

Mr S. Kumar, Mrs D. Endicott and Ms M. Edmond attended the 20th Conference of the Library Association of Australia, held in Canberra in August 1979.

Mrs D. Endicott and Mr S. Kumar attended a one-day AACR 2 Workshop organised by the LAA and RMIT in Sydney.

Ms M. Edmond attended a lecture and a demonstration about the Washington Library Network system held at the National Library in Canberra.

ARCHIVES DIVISION

1. Introduction

Attempts to establish an archive collection for teaching and research purposes began in the late 1960's. The collection of material was initially fostered by the Department of History and came within the ambit of the Library in 1973. The first fulltime archivist was appointed during 1974. As a result of a restructuring of the Library's administration, the Archives Division was created in November 1979. The Division is staffed by an archivist, assistant archivist and a typist/office assistant.

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

At the end of 1978, records held in the University Archives relating to the administration of the University totalled 240 shelf metres. Throughout 1979, 41 metres of records were accessioned. This represents a 17% increase in holdings. The number of items retrieved from University records rose from 83 in 1978 to 147 in 1979, an increase of 77%.

Large deposits of records were made by Student Administration, the Finance Office and the University Union. Smaller deposits were made by the Information Office, University Library and the Registrar's Division.

During December 1978, all academic Departments were advised of the services offered by the Archives Division. The Departments of History, Accountancy, Geology and Education took advantage of these services and sent Departmental files for storage.

The Archives' role in the preservation of University records has largely been restricted to the provision of storage and retrieval facilities. The proliferation of records generated within the University and the shortage of storage space has necessitated a reappraisal of the Division's role. Surveys were undertaken of the types of records produced within the Staff and Finance Offices. It is intended to rationalise the current method of accessioning material so that the ultimate fate of records can be easily determined. Such a system will prevent the unnecessary retention of worthless records and the inadvertent destruction of valuable items. This proposal, however, will be affected by any changes implemented in the
central filing system. Close liaison with Administrative Services Division staff will be essential if the optimum utilisation of resources is to be achieved.

3. Research collection

The research collection has developed strong themes on the labour movement, the history of the Illawarra, local government and the preservation of the natural environment. The collection includes manuscripts; tape, phonodisc and video recordings; photographs and a wide range of Australian pamphlets on a variety of social, political and economic subjects.

During 1979, additions were made to existing deposits by WIN-TV, Illawarra Mercury, Shoalhaven Teachers' Association and the Wollongong University Staff Association. New material was received relating to the peace movement, community arts and local history.

The proprietors of the Kiama Independent made available on loan a collection of over seven hundred glass photographic negatives taken by Samuel Cocks of Kiama at the turn of the century. Unique and priceless, this collection is of national importance as a part of Australia's social history. In addition to the negatives, the Independent has lent copies of its publications on local history and the manuscripts of Frank McCaffrey. These manuscripts reflect McCaffrey's interest in the history of Kiama and in the development of Australian Illawarra Shorthorn dairy cattle.

In October, local artist, Bill Peascod, made a long term loan of forty-five paintings to the University. He also lent a large collection of manuscript material and unmounted drawings to the University Archives.
Other deposits were received from a variety of organisations and individuals. Associate Professor Kiernan deposited a copy of his manuscript of Arthur Calwell's biography. The records of the Illawarra Group of the Institution of Engineers Australia were deposited on loan as were those of the Illawarra Regional Development Committee. The Committee's records chronicle efforts to plan for the optimum utilisation of the Illawarra region's environmental, population and economic resources since 1945. In order that these records could stay in Wollongong, the University Archives was designated a regional repository of the NSW State Archives.

From the USA, the University Archives received copies of the manuscripts and printed works of Vasyl Grendza-Donskyj, a Carpatho-Ukraine poet and novelist. The deposit was aided by the staff of the University of Minnesota Archives and complements material relating to multi-cultural studies already held.

New accessions to the research collection totalled 53 shelf metres which represented a 10% increase in holdings. The University Archives now holds approximately 580 shelf metres of research material. During the year, forty researchers visited the Archives for a total of 502 hours and were issued with 851 items. These items varied from a single pamphlet to boxes containing 1000 or more sheets of manuscript.

Not included in these statistics is the issue of material on loan from the Mitchell Library and the ANU Archives. Special arrangements were made with these institutions to have material made available to researchers under the supervision of Archives' staff. Some of this material was used by Dr Winifred Mitchell as the basis of her book on the United Associations of Women. This type of arrangement may become increasingly necessary, due to restrictions on finance available for extended study leave and travel.
4. **Accommodation**

In late 1979, extensions were made to the Archives' office on the first floor of the University Library. The existing office was converted into a research room capable of accommodating 5 researchers. The new work area includes office space and a 24 bay compactus unit for material in frequent use and for items requiring high quality storage.

The major storage area remains the Kenny Street Repository located in the basement of the Wollongong City Council car parking station. The lease on the repository will expire in January 1982 and it is unlikely to be renewed. Storage space approximates 1000 shelf metres of which 150 metres is occupied by Wollongong City Council records. The installation of compactus shelving early in 1980 will add approximately 150 shelf metres. The addition of this shelving and the judicious disposal of unwanted items will allow space for additions until the end of 1981.

The repository is, however, unsatisfactory for the storage of archival material and its replacement is highly desirable. The wide variation in relative humidity and the lack of adequate air circulation encourages the growth of mould and the subsequent destruction of material stored within the repository.

The siting of the repository is also unsatisfactory and inhibits the best use of staff resources. The retrieval of records depends heavily on the use of private vehicles and a great deal of staff time is wasted travelling between the University and the repository.

5. **Conservation**

The unsuitability of the Kenny Street Repository has been a constant source of worry for archive staff. The repository is regularly treated for
Archives Division (continued)

vermin but, as yet, few steps have been taken to eradicate or even control mould infestation. In July, Mr John Davies, Conservation Consultant to the NSW State Archives was invited to make a report on the condition of the repository. Internationally known for his work at the Malaysian National Archives and for his assignments with the United Nations, Mr Davies recommended steps to increase the circulation of air within the repository as a means of inhibiting mould growth. Attempts will be made early in 1980 to put these recommendations into effect.

The deposit of a large number of 16mm movie film by WIN-TV confronted staff with problems not previously encountered. In order to gain some knowledge in the handling and storage of film, the Assistant Archivist visited the Film Archives of the National Library of Australia.

Two hundred shelf metres of University records were reboxed in an effort to retard the spread of mould which was apparent in the old boxes. This project cost over $700 for new boxes and staff time.

6. Visitors

The most notable visitors to the Archives Division during 1979 were:

Mr John Cross, Chief Archivist, NSW State Archives; Mr John Davies, Conservation Consultant, NSW State Archives; Ms Doreen Wheeler, Corporate Archivist, BHP Co. Ltd.; Mr Alan Wilkes, Archivist, University of New England; UNSW Diploma of Archives Administration students; Wollongong Technical College, Library Practice Certificate students; and Dr Tom Sheridan, University of Adelaide.

7. Other activities

Lectures explaining the resources of the Archives
Division were given to students in *Australian History 1850-1930* and to students of the Library Practice Certificate offered by the Wollongong Technical College. Divisional staff also addressed students on the use of newspapers in historical research as part of the reader education programme conducted by the Information Services Division.

In April the Archivist was invited to become a member of the Environmental Heritage Committee established by the Wollongong City Council. The Committee seeks to advise on the preservation of buildings, sites and artefacts relating to the history of Wollongong.

The Assistant Archivist attended the 2nd Biennial Conference of the Australian Society of Archivists held at Sydney University in May.

The Archivist led a seminar on the establishment and maintenance of business archives during October. The seminar was sponsored by the Australian Society of Archivists as part of International Archives Week.

8. Finding aids

The cataloguing of printed material held by the Division was begun in July. Nearly 1000 titles have been indexed and a start has been made on manuscript material. The level of cataloguing was limited to the provision of subject entries. Used in conjunction with the inventories to research material, the catalogue provides extensive subject access to the research collection.

Two leaflets were prepared to explain the services and resources of the Division. *Information for Researchers* details access conditions, citation procedures and other information of interest to researchers. *A Brief Guide to Holdings* was
Archives Division (continued)

prepared as an interim list of research material until the publication of a fuller guide in 1980.

9. Conclusion

The problem of repository accommodation continued to dominate the activities of the Division during 1979. The unsatisfactory conditions of the current repository have discouraged the loan of research material. This has not only deprived the University of valuable records to complement existing holdings, but will impede research. In consequence, as fewer researchers utilise the services of the Division, its cost effectiveness will decline.

If the University is genuine in its desires to encourage research and increase its involvement in the local community, a more positive attitude needs to be adopted, particularly by the provision of improved storage and the maintenance of current staff levels.

Despite the restrictions imposed by accommodation, the Division increased its total holdings by 12% and witnessed a 15% increase in the use of its holdings. The recent provision of improved office and reader accommodation within the University Library will enable a better level of service to researchers. It will also permit limited storage for some of the historically valuable material constantly offered to the University for use in research.
INFORMATION SERVICES DIVISION

1979 was another year of growth and improved quality of service, as reports from the various sections illustrate. The Division again relied heavily on part-time students for night and weekend openings.

1. READER EDUCATION

All activities in this section have as their ultimate aim the use of the Library as an effective resource centre for students and staff. Involvement with the community in general is also an integral part of the programme. Methods employed were both on a formal and informal basis. This combination of approach proved both effective and popular.

a) Formal Activities

The publication of path finders to the most used indexes and abstracts was a continuous task. These and subject bibliographies were used in tutorial groups and as guides for individual inquiries. Instruction in subject areas were held for both undergraduates and graduate groups. Practical exercises were added for student self evaluation.

The introduction of the COM catalogue required special attention in all tutorial groups as well as individual instruction. It is expected that the rapid growth in the number of COM entries will necessitate concentrated instruction on catalogue use for all students in 1980.

Special sessions were held in the use of government publications for students with special interests in this area. These sessions will be developed further in 1980. 647 students attended formal Reader Education tutorials during the year. Statistics of assistance to individual students were not kept, but the large numbers of students who
availed themselves of this personalised assistance was an indication that this is a valuable and growing function of the section.

b) Informal Activities

Reader Assistance was also extended to large numbers of school and technical college students. More than 1,200 such students were given guided tours on Schools' Day and on other special occasions arranged by the various Departments of the University.

Displays in the foyer developed into a focal point of subject and topical interest, thus developing into an interest area associating the Library more closely with the entire community. There was a noted increase in the number of visitors on well advertised days, e.g. The Festival of Wollongong Display.

c) Orientation Week

Orientation Week activities were conducted in association with Counselling Services. The introduction in the previous year of the self-guided tour leaflet was expanded into an illustrated booklet supported by sign postings throughout the Library, posters throughout the University and advertisements in Tertangala. This informal approach achieved a relaxing introduction to the Library for new students and enabled staff to concentrate their attention on individual inquiries as they arose. A video "advertisement" for the Reader Assistance Service was also most effective. Our approach to Reader Education in Orientation Week was examined with interest at a Reader Education Seminar in Canberra in 1978 and led to a request for the programme to be shown at the Library Association of Australia's Conference in August 1979.
Information Services Division (continued)

Reader Education programmes to be successful were found to need constant revision, ability to adapt to changing circumstances with clear objectives and aims. This was achieved in the 1979 programme. Tutorials were conducted for all students in the following courses - Psychology I, Economics I, Philosophy I, Education II, Australian Social History, Women in Society, Government Publications, Sociology I, Dip. Ed., Chemistry, Physics, Metallurgy, Engineering, Introduction to English Literature, and Australian Literature.

2. READER ASSISTANCE

During 1979 Reader Assistance services were provided for academic staff, students and the public. The Reader Assistance desk operated with a rostered staff of 4 Librarians and 4 Library Assistants, with the addition of another Librarian late in 1979.

Reader Assistance staff were involved in the Orientation Week Programme conducting tours of the Library for new students and assisting with tours for a variety of visitors to the Library.

Throughout the year the following types of enquiries were dealt with:

- General directional enquiries from students and staff;
- Telephone enquiries from other libraries, institutions, commercial enterprises and individuals in the community;
- Instructional enquiries concerning the arrangement and use of the catalogues and the organisation of the Library collection;
- Factual enquiries relating to course work;
- Information on the availability, location and
Instruction in the use of major bibliographical tools such as indexes, abstracts and bibliographies;

- Advice to students on the presentation 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;

- Advice on the availability of and charges for translation services.

The dominant feature of the year's activities was the marked increase in requests for assistance with the microfiche catalogue and explanations involving order slips in the card catalogue. This indicated that users were having some problems in adapting to the new form of catalogue. Special assistance in effective catalogue use in 1980 should help alleviate this problem.

3. INTERLIBRARY LOANS

There was continued growth in the Interlibrary Loan Service during 1979, especially in the number of requests received by us to supply items to other libraries (a 14% increase over the 1978 figure).

There were no major changes in the Interlibrary Loan systems and procedures. The Library Association of Australia's photocopy voucher system, introduced in 1978, has now been adopted.
by nearly all Australian libraries, providing for a uniform cost and method of payment for all photocopies.

Requests for computer-based literature searches by the National Library have continued to be processed. The cost of these searches, as well as the cost of Interlibrary Loans, is still covered by the Library budget.

During 1979 it was appropriate to adopt the National Standard Interlibrary Loan Request Form to be used by all major libraries in the country. The use of a standard form will facilitate handling of requests and help to make the service more efficient.

Staffing in Interlibrary Loans has remained constant since March 1977, with one full-time Librarian, together with a Library Assistant and a General Library Assistant, each working half-time. In fact, the staff fell below this level for part of the year when the Librarian went on leave for four months and was replaced by a Library Assistant for only ten weeks of that time.

4. NON-BOOK AND SPECIAL MATERIALS

In 1979 notable improvements were made in the organisation of the Non-Book and Special Materials collection. A new row of low shelving allowed a better arrangement of material and space for expansion of the collection. Hanging strips were affixed to a large number of maps - so that all maps could be properly located in vertical cabinets.

Amongst new material in the collection in 1979, several large sets stand out. Firstly there was Landmarks of Science, a set of approximately 34,000 microprint cards and, secondly, an even larger set of microfiche, the ERIC reports: reports of research in education, which are shelved
in the serials collection. Finally, over fifty audio cassettes from the Sussex Tapes range were incorporated, mainly on the subjects of English literature, economics, history and geography.

Some important new pieces of equipment were obtained during the year. These were a 16mm. motion picture projector, a video cassette player, a video monitor, a sound-slide projector, a record turntable and an amplifier. This equipment has meant that every type of non-book and special material in the collection could be viewed and/or heard on the Library's own equipment.

No statistics of use of non-book and special material were kept, although one noticeable trend was frequent borrowing, particularly motion pictures, by the Wollongong College of TAFE.

5. RESERVE COLLECTION

During 1979 50,273 items were borrowed from the Reserve Collection, a decrease of 1,869 items or -3.6% when compared to 1978 usage. Students also used the photocopying facilities within the Reserve Collection as an alternative to borrowing - 75,000 pages were copied (some by staff using key counters)

There were 1,800 reservations during the year. Modifications to the reservation system were made at the beginning of the year, the system being simplified to enable staff to cope with the substantial number of reservations made.

The overnight loan system continued to function well. There were 1,680 overnight loans, an increase of 7.7% over 1978. Of these loans 7.9% were returned late, a slight decrease over the 1978 figure.

In December 1979 Departmental use of the Reserve Collection statistics were compiled and each Department was informed how many times each individual item listed for their subject was borrowed from the Reserve Collection during the year
6. CIRCULATION

The total loan statistics for 1979 were 95,091, an increase of 2.18% over 1978.


7. PUBLICATIONS

Publications were many and varied and included the following:

Library Guide; Self-guided tour booklet "Get your facts straight"; The Numbers Game I; The Numbers Game II; Services; Library Hours; Guide to Statistics; Reference Materials on Economics; Translating Services; Guide to Science Citation Index; Guide to Social Sciences Citation Index; Guide to Library Literature; Guide to L.I.S.A.: Guides to - British Technology Index; Applied Science & Technology Index; Chemical Abstracts; Australian Science Index; Metals Abstracts; Humanities Index; Social Sciences Index; Engineering Index; Education Index; Psychological Abstracts; Book Review Digest; Current Contents Services; Philosopher's Index; Australian Public Affairs Information Service; Guide to - Maps; Motion pictures and Videotapes in the University of Wollongong Library, Audio-Visual material in the Library - humanities, social sciences.

8. VISITS

Rosemarie Dowe, Keith Gaymer, Gwen McLellan, Joan Phillips and Val Moon attended the L.A.A. 20th Biennial Conference in Canberra in August.
Information Services Division (continued)

Keith Gaymer, Caroline Norris and Joan Phillips visited the University of New South Wales and the University of Sydney to consider the organisation of government publications.

Rosemarie Dowe, Keith Gaymer and Ted Mitchell attended the Educare Education Exhibition in Sydney in July.

Rosemarie Dowe visited the A.N.U. Library in relation to our reorganisation of government publications. She also visited the British Library and the libraries of the London School of Economics, whilst on leave overseas, and a seminar on computer based information services at the National Library of Australia, and a seminar on automated circulation systems. Whilst on leave in New Zealand she visited the Victoria University of Wellington Library, the Turnbull Library in Wellington, National Library of New Zealand, Eastbourne Public Library in Wellington, and the Queenstown Public Library.

Other visits included the following:

- Gwen McLellan - the Singapore National Library;
- Joan Phillips - the Sydney College of Arts Library in January;
- Gay Antonopoulos - the National Library of Greece;
- Carolyn Norris - Flinders University Medical Library, South Australia and the Library at Mitchell College of Advanced Education, Bathurst.

In May five Attendants from Sydney Technical College visited the Division to assess the range of duties performed by their counterparts at Wollongong.
The Library Automation Committee, comprised of senior Library staff, a representative from the Library Committee, and representatives of the Administration Data Processing Unit, met seven times between February and December. The Committee monitored and advised on Library automation activities and considered various issues including the following:

- The cataloguing sub-system including production of current cataloguing as Computer Output Microfiche (COM), the use of terminals in the system, and planning for implementation of an on-line facility in the Cataloguing Division.

- The serials sub-system, within which the List of Serials was produced as hardcopy for distribution throughout the Library, and as microfiche for distribution to academic Departments, and to some Illawarra libraries.

- Cooperation with Macquarie University which entered a more intensive phase with establishment of a formal Project Management Committee in August. Both the Associate Librarian and the Chief Cataloguer represented the Library on two committees associated with the cooperation, the Project Management Committee and the Cataloguing Advisory Committee.

- The Office of Library Cooperation, the establishment of which is expected to provide a tremendous impetus to the development of a shared cataloguing network within major New South Wales libraries.

- Cooperation with Macquarie University in developing a joint cataloguing system.

- The prospects of an acquisitions sub-system.

- Library computer needs to 1984, especially prospects for an automated circulation system.
Library Automation (continued)

In August the Associate Librarian attended the National Conference on Library and Bibliographical Applications of Minicomputers held in Sydney. The Conference was the first at the national level specifically directed towards the role and use of minicomputers.

ASSOCIATED ACTIVITIES

1. Illawarra Regional Librarians Cooperation Committee

The activities of this Committee have been noted in previous Annual Reports, the University Librarian continuing to act as its Convenor. During the year four meetings were held and amongst principal matters discussed were the proposed Office of Library Cooperation, the proposed Council on Australian Libraries and Information Services, the role of the State and National Libraries in sharing of resources and provision of information services, aspects of education for librarianship, and the activities of the Australian Advisory Council on Bibliographical Services (AACOBS). A major achievement was production of the Directory of Illawarra Libraries in August, giving information about holdings, hours of access and conditions of use for 58 high school, public, special and tertiary libraries in the Region.

2. Wollongong City Council Library Advisory Panel/Library Committee

The University Librarian continued as a member of the Panel, which combined meetings with Council's Library Committee to form a single committee of Aldermen and citizens reporting directly to Council. These meetings provided a useful, even
Associated Activities (continued)
necessary, opportunity to consider public library activities as they related to the University Library and to consider the roles of each.

3. Committee of Australian University Librarians (CAUL)

The University Librarian attended the Annual Meeting of the Committee held in August in conjunction with the Biennial Conference of the Library Association of Australia. The Annual Meeting examined several matters of common interest to Australian University Librarians, including the Union List of Higher Degree Theses in Australian Libraries, the Library Association of Australia Voucher system for supply of photocopies, automation, Copyright Bill 1979, library statistics, interlibrary loans, the implementation of changes in cataloguing rules, obligations under national resource sharing, the Williams Committee Report, a national document centre, and paper editions of machine readable data bases. Of extreme value to CAUL members was the seminar on library storage held after the general meeting.

4. Library Statistics

As further comment on library statistics noted above, the University Librarian continued to oversight collation of Australian and New Zealand University Library statistics, considerably assisted by Mr K. Moran, Library Administrative Officer. Audiovisual statistics were also collated on a national basis.

5. Australian Advisory Council on Bibliographic Services (AACOBS)

The University Librarian continued to attend regular meetings of the N.S.W. Regional Committee held at the State Library in Sydney. In March he attended a special meeting of the Council as the University's representative. A major item
debated was the proposal to reconstitute the Council as the Council on Australian Libraries and Information Services (CALIS). In August he attended the Council's Annual Meeting.

6. **Problem Solving**

As a consequence of discussions between Library colleagues in New South Wales, the University Librarian began to participate in a series of "Think Tank" meetings organised by the Head of the School of Library and Information Studies at Kuring-gai College of Advanced Education. The objective of these discussions has been to examine critical issues facing libraries and information services in Australia, and to prepare constructive suggestions which could lead towards their resolution. One substantial matter, which reached the level of a preliminary discussion paper, was the topic of planning and coordinating library and information services for Australia.

7. **Library Association of Australia**

Through the efforts of the South Coast Regional Group of the Association Dr George Chandler, Director-General of the National Library of Australia, visited Wollongong and the University Library in February. He spoke to a meeting of local members on the services and operations of the National Library, which are of significant importance in resource sharing. One staff member in the Information Services Division was a member of the local executive committee.

The Biennial Conference of the Association, held in Canberra in August, is noted more than once in other sections of this Report. The Conference represents the major professional gathering of librarians throughout Australia and was attended by several staff members. The University Librarian presented a short paper on the AACOBS Interlibrary Loan Code at a Special Study Session.
Associated Activities (continued)

8. Consultancy

In November the Associate Librarian, Mr J. Lorenc, acted in a consulting capacity to advise the General Manager, Research and Technology of John Lysaght (Australia) Ltd. on matters associated with the Central Library of that Company.

STATISTICS 1979

General Comments

Throughout this Report figures have been given to support particular comments where appropriate. Cataloguing output maintained the standards of previous years and it is pleasing to report that over 20,000 volumes of monographs and serials were added to the collection during the year. Specific details are below:

(i) Resources Division

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>New monograph volumes (purchase)</td>
<td>11,835</td>
</tr>
<tr>
<td>Monograph volumes (donation)</td>
<td>1,468</td>
</tr>
<tr>
<td>Additional monograph copies</td>
<td>810</td>
</tr>
<tr>
<td>Serial volumes received bound</td>
<td>1,733</td>
</tr>
<tr>
<td>Serials volumes sent to binder</td>
<td>7,056</td>
</tr>
</tbody>
</table>

Budget provision for the year was as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serials</td>
<td>$155,000</td>
</tr>
<tr>
<td>Binding</td>
<td>$60,000</td>
</tr>
<tr>
<td>Monographs/Back sets/ Reference</td>
<td>$214,980</td>
</tr>
<tr>
<td>Material, etc.</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

It should be noted that serials subscription costs represented only 31.6% of the initial
Statistics 1979 (continued)

recurrent allocation, although considerable amounts were spent on purchase of back sets of serials. There has been a deliberate effort to keep serial costs down in order to cope with inflation. The Library Committee of Senate recommended in 1977 that serials subscription costs should not reach more than 40% of total recurrent funds. By strict adherence to this policy it has been possible to purchase much needed monographs which are also subject to inflationary trends.

(ii) Cataloguing Division

New monograph titles catalogued 13,912
Additional monograph titles catalogued 1,173
New serial titles catalogued (purchase) 326
New serial titles catalogued (donation) 48
New book and special materials catalogued (bibliographical units)

Theses 16
Rare books 48
Cassettes 174
Kits (games) 1
Microfiche 32
Microfilms 99
Motion Pictures 9
Transparencies 2
Video cassettes 7
Other formats 69

(iii) Bibliographic Resources

Monograph titles added 15,149
Bound serial volumes added 8,789
Total monograph titles as at 31.12.79 120,800
<table>
<thead>
<tr>
<th>Statistics 1979 (continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total serial volumes as at 31.12.79</strong></td>
</tr>
<tr>
<td><strong>Total monographs and serials as at 31.12.79</strong></td>
</tr>
<tr>
<td><strong>Current serial titles held as at 31.12.79</strong></td>
</tr>
</tbody>
</table>

(iv) **Information Services Division**

(a) **Circulation**

<table>
<thead>
<tr>
<th>Monograph loans</th>
<th>% increase or decrease on 1978</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>79,648</td>
</tr>
<tr>
<td>University staff</td>
<td>8,067</td>
</tr>
<tr>
<td>Postgraduate</td>
<td>3,984</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>91,699</strong></td>
</tr>
<tr>
<td>Serial loans</td>
<td>3,391</td>
</tr>
<tr>
<td><strong>Total monographs and serials</strong></td>
<td><strong>95,091</strong></td>
</tr>
</tbody>
</table>

| Reserve Collection loans | 50,273 | 3.6 dec. |
| Tattle Tape Gate Count   | 326,426 | 8.2 inc. |

(b) **Interlibrary loans**

| Requested by Wollongong | 5,612 | 2.9 inc. |
| Supplied to Wollongong  | 5,125 | 3.2 inc. |
| Requested from Wollongong | 2,100 | 13.7 inc. |
| Supplied by Wollongong | 1,473 | 2.3 inc. |

(c) **Library fines**

| First fines | 7,288 |
| Second fines | 1,310 |
| **Total** | **8,598** |

| Less withdrawals, cancellations | 586 |
| Effective total | **8,012** |
The following article, produced as an annual feature or event, was prepared by the University Librarian:

J. Hazell: Australian and New Zealand University Library Statistics.