THE UNIVERSITY OF WOLLONGONG LIBRARY

ANNUAL REPORT 1978
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Whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.

(PHILIPPIANS 4:8)
LIBRARY COMMITTEES 1978

LIBRARY ADVISORY COMMITTEE

In April, following reappraisal of the structure of the Library Committee of Senate, the Vice-Chancellor established the Library Advisory Committee 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 co-ordination 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."

Deputy Vice-Chancellor Professor A. Clarke was subsequently appointed Chairman.

Six meetings were held between May and November, the Committee establishing appropriate procedural arrangements in this period, particularly in liaison with the Library Committee of Senate.

Early meetings of the Committee considered the terms of reference and identified several matters
Library Advisory Committee (continued)

requiring further information, particularly those arising from implications of Sixth Report of the Universities Commission (May 1975), the Tertiary Education Commission Report for the 1979-81 Triennium, and the Dutton Report on the Auchmuty Library, University of Newcastle. Subsequently, there was consideration of a comprehensive report entitled "Some Notes Towards Library Planning, 1979-81" prepared by the University Librarian. This report was later updated to 1982.

Other matters discussed by the Committee included the following:

- Problems of reporter services.
- Proposed legislation relating to photocopying and copyright.
- 1979 Library Budget.
- Archives accommodation.
- Daily courier service.
- Library opening hours.
- Confidentiality of loans.
- Retrospective Cataloguing.
- Illawarra Regional Librarians Cooperation Committee.
LIBRARY COMMITTEE OF SENATE

Chairman
Professor R. King Department of Education
( until 15 November meeting)

Dr J. Ellis Department of Chemistry
( from 6 December meeting)

Secretary
Mr J. Hazell University Librarian

Minutes Secretary
Mrs A. Genero (Secretary to the University Librarian)
( until 17 April meeting)

Mrs M. Yatras (Secretary to the University Librarian)
( from 24 May meeting)

Members
Faculty of Engineering
Dr K.J. McLean Department of Electrical Engineering

Faculty of Humanities
Dr J. Panter Department of History and Philosophy of Science

Faculty of Mathematics
Dr M. Bunder Department of Mathematics

Faculty of Social Sciences
Dr B. Walker Department of Psychology

Faculty of Science
Dr R. Facer Department of Geology
( until 15 November meeting)

Dr A.J. Wright Department of Geology
( from 6 December meeting)

Library Staff Representative
Ms F. McGregor (until 21 June meeting)

Student Representatives
Mr G. Butler (until 15 February meeting)
Mr C. Diment
Mr M. Stanley (from 17 April meeting)

Senior Library staff also attended meetings by invitation.

During the year there were nine official meetings of the Committee, and one without a full quorum. A significant change in Committee structure followed
Library Committee of Senate (continued)

the review of membership which reduced official members to eight, consisting of the Chairman elected by Senate, five Faculties representatives and two student representatives. The University Librarian is required to be in attendance at all meetings.

The Committee addressed itself to several problems and various areas of Library activity, as follows:

- 1978 and 1979 Library Budgets.
- University Theses (other than Higher Degree Theses).
- Serials subscriptions, a special Sub-Committee being established to report on serials policy and holdings.
- Library automation, particularly C.O.M. Catalogue proposals.
- Rare books.
- Newspaper holdings and storage.
- Archives accommodation.
- Reporter Services.
- Confidentiality of loans.

It will be useful to comment that Library Committee consideration of the Library's needs and problems was directed towards expressing the user's view, whilst deliberation by the Library Advisory Committee was at a management level. In this way, consideration by both Committees of the same problem resulted in emergence of a comprehensive view, assisting considerably in seeking satisfactory solutions.
LIBRARY STAFF EMPLOYED AS AT 31ST DECEMBER 1978

Senior Librarians

Mr J. Hazell, B.A., A.L.A.A. University Librarian
Mr J. Lorenc, B.Sc., A.L.A.A. Technical Services Librarian
Miss D.R. Dowe, B.A., Dip. Lib., A.L.A.A. Reference Librarian
Miss R. Lotze, B.A., A.L.A.A. Acquisitions Librarian
Mr S. Kumar, M.A., M.S.L., Dip. Lib. Sc., Dip. Russian Chief Cataloguer
Mrs F. Ackerman, M.A., Grad. Dip. Lib. Reader Education Librarian
Mrs D. Endicott, B.A., Dip. Lib., A.L.A.A. Cataloguing Department Librarian
Ms F. McGregor, B.A., Dip. Lib. Acquisitions Department Librarian

Librarians

Mrs G. Antonopoulos, B.A., A.L.A.A.
Ms M. Edmond, B.A. (Hons.)
Mrs M. Ellis, B.A., A.L.A.A.
Mr K. Gaymer, B.A., Dip. Lib., A.L.A.A.
Mrs G. McLellan, B.Ed., A.L.A.A.
Mr S.I. Sefein, B.A., A.L.A.A.

Archivists

Mr L. Dillon, B.A., Dip. Archivist
Archiv. Admin., A.L.A.A.

Administrative Staff

Mrs M. Yatras Secretary to the University Librarian
Systems Staff

Miss W.C. Leung, B.Sc.(Hons.)
Mr C. Foster
Mrs C. Boyd
Miss L. Darling
Mrs H. Delaney

Library Assistants

Miss R. Cullen, B.A.
Mrs L. De Graaff, A.L.A.A.
Mrs P. Epe
Mrs J. Kiernan, B.A.
Miss A. Lavin
Mrs S. Leahy, B.A.
Mrs R. Makula, B.A.
Mrs V. Moon, B.A.
Miss L. Musgrave, B.Sc.
Mrs C. Norris, A.L.A.A.
Mrs J. Phillips, A.L.A.A.
Mrs C. Pye
Mrs E. Van Leeuwen

General Library Assistants

Miss E. Brand
Miss R. Coleman
Mrs A. Gilchrist
Mr J. Hagan
Mrs A. O'Keefe
Mrs J. Provan
Miss U. Rentz
Mrs L. Ross
Mrs J. Sassall
Mrs D.E. Swoope
Miss M. Troiano

Clerical Staff

Miss J. Correy
Mrs D. Hobbs
Miss D. O'Hare
Mrs J. Odmark
Miss C. Woollard
Library Staff (continued)

Attendants
Mr M.E. Mitchell
Mr W. Trueman
Mr H. Tuulas
Mr B. Yeomans

STAFF CHANGES DURING 1978

During the year the staff establishment rose by three positions, bringing the total to 55. At the same time, two posts were designated as limited term appointments on a three year basis, paralleling to some extent similar appointments in academic departments.

In addition to full-time positions, a part-time temporary post was added to meet central administrative needs, two temporary positions were again supported in the Cataloguing Department and there was continued secondment of four positions (Systems Analyst, Programmer and two Machine Operators) to the Administration Data Processing Unit (ADPU).

Also on a temporary basis, commencing in July, two additional positions were approved for the Cataloguing Department to permit a start on a retrospective cataloguing project aimed at enlarging the computer based cataloguing data in conjunction with C.O.M. catalogue planning. Finally, temporary assistance by students employed in the Reader Services Department continued as in previous years, permitting minimum staff levels at nights and weekends.

In summary of the year, there were nine (9) actual resignations, three (3) positions vacated by staff appointed to other classifications, establishment of three (3) new full-time positions, and filling of temporary posts noted above. It may be useful to
comment that temporary assistance, other than student employment, whilst it has many advantages, has tended to produce a higher turnover of staff with consequential additional training commitments.

GENERAL ISSUES

i) Library Management

Apart from the Library Advisory Committee and the Library Committee of Senate, both mentioned previously, various internal committees met regularly to assist in advising the University Librarian on aspects of Library management, these committees being Heads of Divisions, Departments and Units (HDDU), Library Board, and the Library Automation Committee.

The HDDU represents the senior officers of the Library, together with the Head of the Administration Data Processing Unit in attendance on a regular basis. As might be expected, emphasis at meetings was on Library budgets and, from time to time, staff developments. This group assisted particularly in preparation of the Report on Library Planning, 1979–82. Amongst the many matters considered by the group during 1978 were preparation of Library statistics, aspects of Library automation programmes, archives storage, education for librarianship, University theses, rare books and proposed legislation relating to archives and freedom of information.

The Library Board, which has been in existence since 1975, has parallels with an academic departmental committee but, by the end of the year, serious consideration was being given to its future role and this reappraisal will be further considered
Library Management (continued)

in 1979. Whilst there was some involvement in aspects of budget preparation and automation programmes, the principal matters dealt with by the Board included flexitime, long loans to Departments, intralibrary communication, location of catalogues, Library publications, inservice training, newspaper storage and binding. Two Working Parties are yet to report on Education for Librarianship and on Government Publications, both matters of continuing concern.

The Library Automation Committee, established in late 1976, met eleven times during the year and activities are formally reported elsewhere in this Report. Membership was widened in 1978 to include regular attendance by Heads of all Library Departments. In this way, all Library operations have been under constant attention.

ii) Intra-University Committees

The University Librarian continued as a member of the Academic Senate. From time to time, matters were raised relating to Library activities and it was possible to ventilate many of these more readily than in previous years. The University Librarian also attended meetings of the Senate's Audio-visual Policy and Equipment Committee. Senior Library staff, for their part, attended meetings of the various Faculties, thus maintaining useful liaison between academic and Library staff.

The University Librarian served as a member of the Vice-Chancellor's Budget Advisers Committee which considered total University funds. With support from the Library Advisory Committee, it was possible to make direct overtures for increased Library funding when planning 1979 budgets.

iii) External Committees

The University Librarian was appointed a member of the Wollongong City Council's Library Advisory Panel
which met for the first time during 1978. Whilst the principal matters of business related to aspects of the City Library's services, it was useful to be involved in community activities of this kind, particularly in a period when rationalisation of Library resources has to be considered in a real sense.

Directly related to cooperation was the continued development of the Illawarra Regional Librarians Cooperation Committee, which was established in 1976 and regularly attended by Librarians within the Illawarra Region. The University Librarian has continued as Convenor since its inception. The Committee has strong prospects of becoming a Regional Committee of the Australian Advisory Council on Bibliographical Services (AACOBS) centered in the National Library of Australia.

The University Librarian also attended meetings of the N.S.W. Regional Committee of AACOBS held at the State Library. Senior members of the Cataloguing Department, and staff of the Administration Data Processing Unit from time to time attended meetings of the ARCSOLA Group which is a sub-committee of the N.S.W. Regional Committee of AACOBS and is directly concerned with library automation. This contact has strengthened Library awareness in automation projects and has enhanced the cooperation existing between Wollongong and Macquarie Universities. This particular point is expanded elsewhere.

iv) Buildings and Service Points

Services offered by the Library continued as hitherto, from the Library building on campus, for both functional activities and access to archives. The main collection of archives continued to be accommodated at the Kenny Street Parking Station of the Wollongong City Council, in the town.

Additional services not directly related to Library activities resulted from the installation
of some video-display units, adjacent to the photocopying room on the ground floor. With the Library open seventy-seven hours per week, students in Mathematics and Computing Science were able to have direct access to the University's computer. In time the VDU's will no doubt assist Library staff in computer based Library operations, should their use be necessary in emergencies.

v) Survey of Serials

Resulting from Library Committee activities, academic Departments were asked to appraise the need for serials already held within the Library, and to indicate other titles which were also needed. This work has proceeded slowly and is still in process. The exercise was intended to assist both in maintaining adequate cost control of a highly inflationary element of Library financing and, in particular, in controlling the proportion of serials-to-monographs purchases. It is hoped that results of the survey will assist planning for the next four to five years.

vi) Committee of Australian University Librarians

The University Librarian attended the Annual Meeting of the Committee in August, held at the same time as the AACOBS meeting. This Committee continued to be an extremely useful medium of exchange of information through use of the "round robin" method of corresponding on a variety of topics. For example, in 1978, the following topics represent only some of the matters raised by Committee members - periodical price increases, reserve collections, Library committees, availability of University theses, interlibrary loans, multiple copies of texts, hours of opening and confidentiality of loans.
(vii) **Flexible Hours**

Following a trial period in 1977, flexible working hours (FLEXTIME) were introduced officially from 9th January. These have been adopted in all areas of Library activity, including the Reader Services Department, although staff on rostered evening duty are excluded at the time of working. As a general observation, administrative assessment of the system is favourable, little if any difficulties arising with access to staff when needed, whilst obvious benefits to individual staff members arise with the flexibility permitted.

(viii) **Deputy Vice-Chancellor**

Following the appointment of Professor Alex Clarke, Chairman of the Department of Psychology, as Deputy Vice-Chancellor with responsibility for the Library and other areas of University administration, a programme of familiarisation visits to Library Departments and Units began in October, commencing with the Archives Unit. These visits were particularly useful in many ways as opportunities arose for free discussions on problem areas of the Library operations with input from all levels of Library staff.

(ix) **Security**

On 28th March the Library experienced its first (and false) bomb scare and the whole building was evacuated for 45 minutes. On 10th November, due to the alertness of a Library staff member, a fire was extinguished by the fire brigade in the Library's receiving dock, and the possibility of a more serious outcome avoided. The incident highlighted the need for constant vigilance and training in fire fighting.
TECHNICAL SERVICES DIVISION

(i) Highlights

In spite of effective increased allocation for the year, the expenditure for Library purchases was achieved fully by the end of the year. While the statistics indicate that less material was received during the year (e.g. 12,269 new monographs were received as compared with 20,582 in 1977), a considerable effort had to be put into following up outstanding supplies against the Earmarked Grant, which had to be fully finalised by the end of the year.

The year was marked by transfer from manual production and maintenance of the card catalogue to a COM Catalogue. Considerable difficulties and delays were experienced, especially with the production of catalogue cards by the computer. As a cooperative gesture Macquarie University produced catalogue cards as an emergency measure, for approximately 3,500 titles. The master file on microfiche became available in May 1978 and the first COM Catalogue was received in the Library on 1 December 1978. The COM Catalogue included books which were catalogued through old MARC records before September 1977 as cataloguing was rechecked and validated.

(ii) Staffing

As noted previously within staff changes during 1978, the Division received approval to fill some new positions. The increase, however, was only a theoretical one as all positions were already established on a temporary basis in the previous year, and were funded from University funds as an emergency measure to cope with the increased allocation. In 1978 their existence was formalised and they were included in the Library salaries budget.
(iii) Donations

In the last quarter of 1978 a major assault was made on the thousands of unprocessed donations. After much sorting and weeding and advice from academic staff, accessioning commenced of more than 5,000 items to be retained. During the year 1,355 donated items were accessioned, as well as 72 new serial titles which were added to the collection. The comparative figures for 1977 were 906 and 63 respectively.

(iv) Subject Catalogue Study

Previous Annual Reports have referred to the research grant to study PRECIS as an indexing system and, with publication of part 4 of the Wollongong University Subject Catalogue Study in January 1978, the project was finalised.

(v) Attendance at Seminars, Conferences and Meetings

Various members of the staff of the Division were involved, as follows:

- The Acquisitions Librarian represented the Library at the meetings of AACOBS, N.S.W. Regional Committee - Acquisitions Sub-Committee.

- The Chief Cataloguer and the Senior Librarian (Cataloguing) attended meetings of the ARCSOLA (AACOBS Regional Committee - Sub-Committee on Library Automation). Both officers also attended meetings of the ARCSOLA Working Party on Authority Files. The main function of the ARCSOLA has been with the development and recognition of standards within library automation. The Cataloguing Group of ARCSOLA has completed an investigation into standards for catalogue records contributed to a shared cataloguing data file.
- Mr M. Haniffa (and Mr K. Gaymer) visited Sydney University to attend a one day seminar on "A/V in the University and College Library".

- Five members from the Division attended introductory lectures on use of the computer, conducted by the Computer Centre of the University.

- Four officers attended a demonstration in the Archives Centre at Kenny Street, which dealt with collection, physical maintenance and repairs of Library materials.

- Senior staff of the Division assisted the Library Association of Australia by supervising Registration examinations of the Association towards the end of the year.

- The Technical Services Librarian lectured on the administration of Technical Services to students attending a Library Technicians course conducted by Wollongong Technical College.

(vi) Visitors to the Division

The following people visited the Acquisitions and/or Cataloguing Departments during 1978:

Mr Albert Prior, U.K. representative of Swets and Zeitlinger;

Mr Charles Cecere, Vice-President, Kraus Periodicals, New York;

Mr Chris Kohler of C.C. Kohler, Antiquarian Bookseller, England;

Mr Reinoud Douwes, Sales Manager, Martinus Nijhoff, Netherlands;

Mr D.G. Newell, Conservator at the State Library of N.S.W.;

Mrs E. Greig, Head Cataloguer of Macquarie University;

Mrs P. Lucas, Cataloguer at Macquarie University Library;
Visitors to the Division (continued)

Mr Z. Sipavicius, Manager of ZYG Bookbinding Company, Canberra.

In addition, there were routine visits to the Acquisitions Department by Australian representatives of overseas publishers.

(vii) Visits by Library Staff to Other Institutions

The Acquisitions Librarian, the Systems Analyst and Mrs P. Epe of the Acquisitions Department visited James Bennett Head Office, to inspect and to discuss various aspects of automation systems and procedures.

The Acquisitions Librarian visited Macquarie University to investigate types of furniture in use in the Library.

Mrs D. Endicott, the Senior Librarian in the Cataloguing Department, visited Macquarie University to assess the implication of preparing a joint cataloguing input manual.

(viii) Visits to Overseas Institutions and Libraries

Early in 1978 while in England, Ms F. McGregor, the Senior Librarian in the Acquisitions Department, carried out some work on behalf of the Library. Her primary aim was to follow up specific requests and also to establish personal contacts in the book trade, especially in the areas of secondhand and rare materials. In addition to spending several days with two of our major suppliers studying their procedures and services, Ms McGregor visited six secondhand dealers. As a result of her visits, the Acquisitions Department is now able to provide a much improved service for out-of-print material.

While on leave overseas, Mr J. Lorenc, the Technical Services Librarian, visited some libraries in the New York area. The libraries visited were:
Visits to Overseas Institutions and Libraries (cont.)

Columbia University Libraries Network; Bobst Library of the New York University; the Research Libraries of the New York Public Library; the Library of the Hunter College; the Library of the Graduate Center of the City University of New York; the Sterling Memorial Library and the Beinecke Library of the Yale University. During these visits, Mr Lorenc discussed latest developments in the library networks (especially OCLC and WLN networks), acquisitions systems, data base searching and control of serials in the libraries.

(ix) In-Service Training

Compared with the previous year, the in-service training for the Library staff improved. New staff members were given an introductory talk by the University Librarian on the University Library's role and functions on Campus.

Eight officers from the Cataloguing Department visited the Archives Collection at Kenny Street, Wollongong. There were four talks by Reader Services staff to the Cataloguing staff, explaining various activities of the Reader Services Department. The Technical Services Librarian gave a talk to the Reader Services staff on some aspects of Technical Services activities.

The Technical Services Librarian addressed separately the Cataloguing and Acquisitions Departments staff about his overseas visits, and highlighted in each talk developments relevant to each Department.

(x) Serials

During the year, four updating supplements were issued to the computer produced list of Serials. As anticipated, use of the computer for maintenance of this list proved to be advantageous.
Complementing this project, work commenced on transferring serials acquisitions records to the Visidex index. In time it is anticipated that serials holdings will be indicated.

(xii) **Australian Institute of Management**

In February the President of the Illawarra Branch of the Australian Institute of Management, together with members of the Branch Committee, the Vice-Chancellor, Deputy Vice-Chancellor, Chairman of the Academic Senate and senior Library personnel, attended a formal presentation in the Library of a cheque as a contribution to the A.A. Parish Memorial. This financial support represented a continuing contribution to the Library and, in recent years, funds have been directed specifically to the purchase of monographs and serials in management areas.

(xii) **Rare Books**

During the year the Library Committee considered aspects of the small collection of rare books, taken to include old, valuable or expensive books, and appropriate protection for such works. In conjunction with the sorting of donations, mentioned previously, academic staff assisted in identifying material in this category, including not only material already held in the collection, but serials as well. Collaboration of this nature was found to be very productive.
As the reports by sections and the various activities discussed show, 1978 was another year of expanded growth and services. Statistics are tabled elsewhere but illustrate, as in previous years, this remarkable increase.

The only additions to staff were one General Library Assistant and one Attendant. The Department, as in previous years, relied heavily on student part-time assistants for night and weekend openings.

(i) Reader Education

During 1978 reader education was involved in the following activities:

Orientation Week;
Tutorials on use of the Library and its materials;
Tours;
Tours for visitors to the Library;
Tutorials on use of the Library and its materials;
Displays;
Publications;
Planning and preparation for Orientation 1979.

Publications produced for the year's programmes included the following:

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,
During Orientation Week Mrs J. Phillips produced a short introductory film, designed to familiarise new students with the Library. This proved to be a popular feature of the Library's orientation programme. Formal tours of the Library were conducted by Reader Education and other Reader Services staff. Three hundred and fifty students were introduced to the Library in this way. Also, students were able to familiarise themselves with the Library at their own pace, using the self-guided Library tour booklets produced for the purpose.

On campus Reader Education and the Counselling Service cooperated in conducting an orientation session for interested students.

Posters advertising the Library were displayed throughout the campus, and a Library display was arranged in the Library foyer. An article on the Library was published in the Orientation edition of Campus News, and Library tours were advertised both in Campus News and in Tertangala.

Reader Education conducted tutorials for all students in the following courses:

- PSYCHOLOGY I
- ECONOMICS I
- PHILOSOPHY I
- EDUCATION II
- AUSTRALIAN SOCIAL HISTORY II
- WOMEN IN SOCIETY II

and postgraduate students in Chemistry. For
students in English Language and Diploma of Education, detailed individual help was provided with Library assignments.

Academic staff in other disciplines were contacted regarding Reader Education for their students, and were enthusiastic. However, timetabling made slotting tutorials on the Library into schedules for Session I impossible in some cases.

The following groups were given instruction in Session II:

Four groups of Metallurgy students (84 students);
Students from Honours Sociology;
Students taking a Library Techniques Course (organised through the Wollongong Technical College).

Individual help was provided on a continuing basis for students who came to the Library for information after the tutorials.

Towards the end of the year work was begun on the Orientation 1979 programme:

- The Reader Education staff attended preliminary meetings on Orientation called by the S.R.C. and the Union;
- Notices were sent out to each Department, offering Reader Education tutorials to students in 1979. Forms were attached so that academic staff members could indicate interest;
- Publications were prepared for Orientation.

(ii) Reader Assistance

During 1978 Reader Assistance services were
provided for academic staff, students and the public. The Reader Assistance desk operated with a rostered staff of four Librarians and four Library Assistants. The number of enquiries at the desk showed a significant increase in comparison with the previous year.

Areas in which marked increased in demand occurred were:

1. Requests for data-based literature searches for academic staff and postgraduate students.
2. Requests for bibliographies by academic staff.
3. Requests by students for instruction in the use of indexes, abstracts and methods of conducting literature searches.

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

1. General directional enquiries from students and staff.
2. Factual enquiries.
3. Telephone enquiries from other libraries, institutions, commercial enterprises and individuals in the community.
4. Instructional enquiries concerning the arrangement and use of the catalogue and organisation of the Library collection.
5. Enquiries which required detailed research.
6. Information on the availability, location and instruction in the use of major bibliographical tools such as indexes, abstracts and bibliographies.
7. Advice on the availability and charges for translation services.
8. Requests for data-based literature searches and information about the types of bases and searches available, and their costs.

9. Compilation of bibliographies for academic staff members.

10. Advice to students on methods of conducting their own literature searches.

11. Advice to students on the presentation of bibliographies.

12. Advice to students on the interpretation of essay questions and the listing of relevant sources for consultation.

(iii) Inter-Library Loans

The inter-library loan service showed continued growth in 1978. The number of items requested from other libraries increased 12%, from 4852 in 1977 to 5452 in 1978. Items requested by other libraries also increased, from 1617 to 1847 (14%). The rate of success, as well as the total number of requests handled increased slightly. In 1977 it was possible to obtain 90% of the items needed and to supply 73% of the items requested from Wollongong. These figures increased to 91% and 78% respectively in 1978.

The inter-library loans staff began to provide an additional service during the year by organising computer-based searches for information through the National Library for some members of the academic staff. Although there were relatively few requests for this service in 1978, a growing demand is anticipated.

An important change in the inter-library loan system was the introduction of a photocopy voucher system by the Library Association of Australia. In the past it was possible to obtain most
photocopies free of charge but, as of 1 July 1978, most Australian libraries adopted the photocopy voucher system. At least one voucher, purchased from the Association for $1, must be provided for each photocopy supplied in lieu of lending. Since more is borrowed than is lent, this has increased the cost of the inter-library loan service considerably. The Library has continued to meet the cost of inter-library loans, including the photocopy voucher and together with the cost of computer-based searches.

Despite the growth and changes in the inter-library loan service, staffing has remained constant at one full-time Librarian, one half-time Library Assistant and one half-time General Library Assistant.

(iv) Non-Book and Special Materials

The addition of important new items of equipment was perhaps the outstanding feature of 1978 in the area of non-book and special materials. A new microfiche reader printer (with microfilm attachment and a variety of lenses) was obtained early in the year and has been in continual use. A reader for microcards was obtained, to replace a defective machine. Other new equipment included: a microfiche duplicator, slide projectors, a radio-cassette recorder, an illuminated map table, screens for projection of slides and motion pictures, and several "pocket" calculators. The calculators were loaned to students in the Library, and this proved a popular new service. Also popular was the provision of two study rooms for language students, in which they could use cassette recorders with headphones and microphones.

In 1978 increased use of the non-book and special materials collection was observable, particularly use of microfilm in the Library, and cassette tapes, which were often taken out on loan. A number of music recordings were added to the non-
book collection, the map collection grew and the map cabinets were set up in permanent positions. All the motion pictures in the collection were sent to Sydney at the end of the year for cleaning and protective lubrication.

Apart from assistance by other Library staff, the Librarian (Non-Book and Special Materials) secured some clerical assistance from high school students who were gaining "work experience" in the Library. As in 1977, the Library was able to borrow equipment and receive other useful help from the Educational Resources Unit (formerly Audio Visual Unit). A list entitled "Slide Sets in the University of Wollongong Library" and "Audio-Tapes, Cassettes and Records in the Library" was produced and was a revised and greatly expanded version of the list produced in 1977.

(v) Reserve Collection

During 1978, 52,143 items were borrowed from the Reserve Collection - an increase of 15.63% over 1977 usage. Students also used the photocopying facility within the Reserve Collection as an alternative to borrowing items and during Session 2, 33,600 pages were copied.

The new reservation system was heavily used - over 2,000 reservations being made compared to 300 in Session 2, 1977. This increased use has heavily taxed the reservation system and plans are being made to modify it.

There were 1,560 overnight loans, whereas in Session 2, 1977 there were 606 loans. Of these loans 8.5% were returned late, a slight increase over the 7% late in 1977.

In December 1978 statistics were compiled on
Departmental use of the Reserve Collection. Each Department was informed how many times each individual item related to its subject was borrowed from the Reserve Collection during the year. The following table indicates the percentages of Departmental use of the Reserve Collection:

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>% USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HISTORY</td>
<td>24.3</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>15.3</td>
</tr>
<tr>
<td>ACCOUNTANCY</td>
<td>9.8</td>
</tr>
<tr>
<td>ECONOMICS</td>
<td>9.8</td>
</tr>
<tr>
<td>GEOGRAPHY</td>
<td>9.8</td>
</tr>
<tr>
<td>GENERAL STUDIES</td>
<td>6.3</td>
</tr>
<tr>
<td>EDUCATION</td>
<td>5.2</td>
</tr>
<tr>
<td>SOCIOLOGY</td>
<td>4.1</td>
</tr>
<tr>
<td>PHILOSOPHY</td>
<td>3.6</td>
</tr>
<tr>
<td>H.P.S.</td>
<td>3.2</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>1.5</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>1.1</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>1.1</td>
</tr>
<tr>
<td>CIVIL ENGINEERING</td>
<td>1.1</td>
</tr>
<tr>
<td>GEOLOGY</td>
<td>.9</td>
</tr>
<tr>
<td>MECHANICAL ENGINEERING</td>
<td>.9</td>
</tr>
<tr>
<td>PHYSICS</td>
<td>.7</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>.5</td>
</tr>
<tr>
<td>EUROPEAN LANGUAGES</td>
<td>.4</td>
</tr>
<tr>
<td>ELECTRICAL ENGINEERING</td>
<td>.3</td>
</tr>
<tr>
<td></td>
<td>100.0</td>
</tr>
</tbody>
</table>

History accounted for 13,195 loans - a staggering increase from 18.3% of all Session 2, 1977 loans to 24.3% of all 1978 loans.

(vi) Circulation

Detailed loan statistics appear elsewhere. The
total loan figure for 1978 was 93,063, an increase of 27.2% over 1977.

Circulation staff's duties included handling of loans, reservations and inter-library loans. Organisation of book displays and loose-leaf filing, as well as shelf checking and tidying, have also been important aspects of Circulation work. The introduction of the token system for photocopying meant increased need for provision of change and tokens at the Circulation Desk.

(vii) Furniture and Photocopying

It was not possible to secure extra shelving and seating requested for 1978. By the end of the year shelves were very tightly packed and a number of mini-moves to expand sections were necessary. It is essential that extra shelving be provided during 1979. Seating was fully occupied in both first and second Sessions.

Photocopying facilities have been more satisfactory than in the past, although heavy use has caused some maintenance problems. New machines were installed in 1978 and two of these have provision for the use of a key by academic staff.

(viii) Tours of Library

Many off campus groups were conducted through the Library at different times:

Migrant groups; Parent groups; Open Day visitors; School groups; Technical College groups.

(ix) Displays

Various displays were arranged in the Library
foyer during the year. An exhibition of original lithographs by leading modern Italian artists, illustrating Dante's Divine Comedy was held in cooperation with the University's Italian Department and the Dante Alighieri Society. This attracted much interest. To complement the University's Open Day as part of the Festival of Wollongong, the Library staged an exhibition of academic gowns, insignias and testamurs. This proved popular, both with the University's students and staff, and the general public.

Other displays were centred around the following themes:

- Pollution;
- American Independence Day;
- Bastille Day;
- Aspects of Australian history;
- Science and Engineering in the community (a University Day display put on in conjunction with A. I. & S. and Lysaghts);
- Coal loading;
- Student activities;
- Fine Arts (to advertise the new Fine Arts Course at this University);
- Christmas.

(x) Visits

Rosemarie Dowe, Frances Ackerman, Joan Phillips, Carolyn Norris and Val Moon attended a seminar on Citation Indexes and On-Line searching principles conducted by IN SEARCH Dialling at the N.S.W. Institute of Technology. Rosemarie Dowe, Margaret Whetton, Joan Phillips and Val Moon attended a seminar on the compilation of citation indexes in Sydney.

Rosemarie Dowe attended the following seminars:

A seminar on Education for Librarianship and Continuing Education in N.S.W. and A.C.T. (8 April); Local History: A workshop (5 July); Architectural Design of Academic Library Buildings (3 November).
She also visited the Sutherland Public Library, made various visits to the libraries of the University of N.S.W., Macquarie University, the University of Sydney, the University of Queensland, and Griffith University.

Margaret Whetton attended a workshop and seminars on formal Reader Education held at the Caulfield Institute of Technology, Melbourne, 23 to 27 January. She also visited the National Library of Australia, the Fisher Library and the University of Sydney.

In June 1978 Keith Gaymer attended a conference on "AV in the University/College Library", held at the University of Sydney.

Gwen McLellan made visits to the libraries of Sydney University, University of N.S.W., and Wollongong Public Library, to look at newspaper collections and their storage. While overseas, she visited the British Museum and Kensington Public Library in London, the Bodleian Library at Oxford University, the Bibliotheque Nationale and the Sorbonne in Paris, and the Vatican Library in Rome.

Joan Phillips attended a seminar in Canberra in November, entitled "A.V. and Reader Education". Wollongong's orientation film was shown at the seminar and was very enthusiastically received. As a result, it will be shown daily at the Library Association of Australia's National Conference in Canberra in August 1979. Joan Phillips also visited the N.S.W. Parliamentary Library to discuss 19th century primary sources with the Parliamentary Librarian, Dr Cope, to assist with the preparation of a publication on government publications.

Val Moon visited various school libraries throughout the year and also made visits to Fisher Library,
visits (continued)

University of Sydney, the Law Society Library, Macquarie University Library, the Library of N.S.W. and the A.N.U. Libraries.

Carolyn Norris visited the following public libraries:

  Bathurst; Young; Wagga; Campbelltown.

Jane Provan and Alva O'Keeffe attended an O.T.C. seminar held at Figtree Motel on 14 November to examine aspects of telex services.

ARCHIVES UNIT

(i) Introduction

In 1978 the Archives as a formal Unit within the Library was five years old. Its establishment built upon archival activity by History staff and students which had been recognised by the Wollongong University College from the late 1960's.

Throughout most of this decade, this activity has relied upon the use of rented accommodation off campus. In 1976 an Archives office and rudimentary user facilities were established within the University Library. However, all holdings remained housed some four kilometres off campus.

In 1978 the corporate lessor of this off-campus repository space advised that it wished to terminate the least effective January 1979. At the close of 1978 no alternative accommodation has been found by the University, although time has been gained by a deferral of the effective date to January 1980.

This major accommodation problem is repeatedly mentioned in the summary of the various Archives
activities which follows, indicating something of the shadow which it has cast over archival operations this year.

(ii) Regional and other (non-University) material

At the end of the year, the Archives held approximately 530 shelf metres of material for teaching and research purposes. Formats ranged from audio-cassettes and microfilm through to maps and holograph letters.

In an effort to provide more shelving space for prime research material, the records of one depositor were substantially culled with permission.

Library materials stored temporarily in the Archives occupied the equivalent of over 150 shelf metres. Their removal will be necessary in 1979.

With uncertainty over future accommodation, solicitation for new deposits was minimal. Nevertheless some valuable items were received. The Harrigan family, Wollongong's first motor dealers, donated copies of business photographs and other items, including a pictorial record of the Mt. Keira Summit Park construction. The Glass family, shop-owners and miners' provisioners for decades, also donated copies of photographs. Wollongong Gas Ltd. deposited some of the few extant items about this firm's early days. On the labour side, records were received from the Water and Sewage Employees Union 1932-73. A professional body, the Library Association of Australia, South Coast Regional Group, also made an initial deposit. The community welfare and environmental aspects of the Archives holdings were enhanced by receipt of material from Wollongong Legacy 1946-78 and the Coalition of Resident Action Groups (CRAG).
In government and politics Mr John Steinke, University economist, deposited records of his involvement with the Illawarra Regional Advisory Council and its predecessor. Local state election material was gratefully received from Mr Laurie Kelly, Speaker of the Legislative Assembly, Mr Rex Jackson, Minister for Youth and Community Services and Mr George Petersen, Member for Illawarra.

An important archival agreement was concluded with Television Wollongong Transmissions Ltd. (WIN TV) for the deposit of all newsfilm.

The Archives' oral history collection began to expand significantly following the encouragement given to collecting this type of evidence by staff of the History Department.

The acquisition of material relies enormously on the goodwill existing between the community and the University. Special thanks are extended to all those individuals in the community who gave archival expression to this goodwill. Within the University, Archives staff greatly valued the support of Dr Edgar Beale, Associate Professor James Hagan, Dr Winifred Mitchell, Library and History staff, and students.

Over 20 items or sequences of items were retrieved at the request of depositors. Some time was also spent on unsuccessful retrieval searches.

Material issued to academic researchers and others was recorded as follows. For non-thesis scholarly research, 6 persons made a total of 17 daily visits. For postgraduate research, 9 made 38 visits. For undergraduate and honours, 20 made 50 visits. For other purposes 3 made 3 visits. To this can be added a range of written, telephone and personal enquiries which required
the consultation but not the issue of material. About 5% of repeat visits went unrecorded.

An additional number of researchers benefitted from special purpose loans of records from the ANU Archives and the Mitchell Library.

The above means daily visits increased approximately 100% over last year, although a full twelve months' figures are not available for 1977. This was due mainly to more undergraduate and honours users, mostly history students. A special feature of usage, having some interest for current course planning in the University, was a relatively high number of postgraduate researchers from Sydney metropolitan universities who gave industrial relations as their general field of interest.

A pressing need was felt for an up-to-date distributable guide to holdings. The Assistant Archivist produced a leaflet entitled Sources in Australian History 1850-1930 to fill this void temporarily and to reach undergraduate history students. Also, late in the year, a deliberate decision was taken to allocate more work time to the compilation of new user and finding aids. As a result the major guide and the other aids seen necessary should be available in the first half of 1979.

(iii) University and related material

The Archives held approximately 240 shelf metres of material at the end of the year. Calculated on a slightly different basis to last year, this represents about a 10% increase.

The Staff Office was a major new depositor, placing a large number of personal and general employment files in the Archives. The Finance Office continued to be a substantial depositor.
Various records were received from the Registrar's Division, including files of senior staff, the Student Administration, the Information Office and the Student Liaison Officer. Further material was deposited by the Library Administration and Reader Services Division. Office papers of Professor A. Keane were also deposited.

Of the academic Departments, only English and History deposited material. 29 official study leave reports were received and acknowledged.

Private papers were deposited by Dr R.A. Facer, Geology. Dr F.S. Piggin contributed records of the University of Wollongong History Society.

Although the historical use of University records appears to be growing, it is the administrative use which remains most pronounced. There were 65 retrieval requests from the University Administration, 3 from the academic sector and 13 from other University sectors. A growing (unrecorded) number of man hours were expended on searches for information, some of which were for purely historical purposes.

Certain Australian and overseas archival practices continued to be examined with a view to introducing a more comprehensive archives and inactive records approach into the University. 1979 should finally see some definite action in this area.

As in 1977, all academic Departments not utilising archival services were circularised late in the year.

(iv) Policy and management

In April, the Archivist wrote a brief report entitled Targets 1978, which touched upon the future management and direction of the Archives,
including accommodation, storage economics and staffing. A suggestion that there could be greater University involvement in the general development of the Archives was made. This was supported in the University Librarian's report to the Library Advisory Committee Some Notes towards Library Planning 1979-81 (September 1978).

The accommodation difficulties facing the Archives prompted some tentative consideration of ways in which the community at large might be able to assist substantially. In response to the suggestion that there could be some 'regionalisation' of the Archives, the Archivist pointed out that there were two University-centred functions of the Archives dictated by Council policy. He emphasised that not only was there a strengthening University records function, which is of limited concern to the community, but much material for teaching and research on hand which did not originate from the Illawarra region. Nevertheless, it is becoming widely recognised that the Archives performs in part a growing and uniquely important community task in the pursuit of largely University ends. Present indications are therefore that future archival planning should involve the investigation of possible sources of real community (including governmental) support and cooperation.

Late in the year, the Vice-Chancellor asked the Library Advisory Committee to discuss three important archival issues. These can be briefly summarised as: 1) the setting of collection themes and collection development; 2) the provisions for ensuring adequate administrative records are kept and 3) the enhancement of future Archives-community relations. Although discussion will not begin until 1979, it is very likely that some improvement in the operational effectiveness of the Archives will result.
A specially designed format for the entering of formal deposit agreements between the University and another party was used for the first time.

(v) Accommodation

The University has leased the basement of the Wollongong City Council's Parking Station, Kenny Street, Wollongong since January 1974 to house the holdings of the Archives. As mentioned above, this lease is due to expire in January 1980. Efforts to determine alternative accommodation proved unsuccessful.

It was learned early in the year that much needed extensions to the Archives office, Library had been finally approved for 1979. This request includes provision for a secure reading room.

As part of an exploration of some repository accommodation alternatives, the Archivist was asked to submit his views on the feasibility of a relocation of the whole of the Archives in the Library building. He reported in favour of relocating a large percentage of archival material in the Library, but saw disposable University records and some conservation and storage equipment as more suitably housed elsewhere on campus. Future Library requirements made it difficult to support this recommendation in practice, although it was received sympathetically.

The reasons for Library inclusion of archival holdings may bear restatement here in view of their considerable weight, and as support for future consideration of a much greater campus presence for the Archives. Inclusion would -

1) remove the need to travel 4 kilometres to obtain all archival material requested by researchers and University staff, an inefficiency which will be increasingly
intolerable as the Archives grows in holdings and services;

2) establish for the first time satisfactory physical standards for the storage and preservation of a range of valuable or sensitive materials;

3) reduce transit and future rental costs, as well as the substantial unproductive costs of staff transit time. Retrieval of material is an uneconomic use of professional staff time and will become more so as use increases;

4) remove a decade-old uncertainty about the accommodation future of the Archives through the provision of a permanent, University controlled home.

(vi) Overseas Visit

In May-June, the Archivist visited a number of selected archives and historic documentation facilities in Europe, Canada and the U.S.A. on recreation and special leave. A report was submitted which led the Vice-Chancellor to ask that three issues be discussed by the Library Advisory Committee, as noted previously.

(vii) Other aspects

Conservation

Conservators of the State Library of N.S.W. generously gave advice to Archives staff during the year. Archive text paper, museum mount board and methyl cellulose paste were among a range of materials introduced into regular operations.

Storage

20 bays of shelving, equivalent to 125 shelf
metres of storage space were added during the year. This replaced water damaged shelving removed some years ago. There has been no net expansion of shelving at Kenny Street since its establishment, but pressures to enlarge storage capacity are now strong.

Receipt was taken of 1,500 storage containers made to enlarged specifications set by the Archives. Their use will enable a substantial 15% space saving over current containers and also improve the transit of records.

Visitors

Most members of the Library staff visited the Archives on a specially arranged basis early in the year. Induction visits were also provided for new staff.

Student visitors were received from the UNSW Diploma Course in Archives Administration and from the Library Technicians Course, Wollongong Technical College.

The Archivist addressed members of the Library Association of Australia, South Coast Regional Group, at the Archives.

Tax incentives

Advice was sought and received from the Federal Government on the applicability of a new tax incentive scheme for the arts to donations to the Archives. Under certain conditions, valuable tax concessions can now be made available to donors.

(viii) Conclusion

Although dominated by the accommodation problem, the year saw a significant lift in the use of research material and the maintenance of University records.
activities. Special efforts to publicise holdings begun during the year will extend into 1979 and should further increase research consultations. Similarly, investigations into a more comprehensive University archives and record service will be continued and are likely to have positive effects in the near future.

Given these and other factors, such as the report on Library Planning and the overseas visit of the Archivist, it was inevitable and necessary that a broad range of important matters should have been raised during the year relating to the future development of the Archives. The outcome of deliberations on these matters should be known largely in 1979.

Two needs of particular moment to the Archives seem to be 1) a need for a closer, sympathetic involvement of appropriate persons or sectors of the University in shaping its future development, and 2) a need for some firm future planning, whether this be of archival accommodation, collection building or the performance of community functions. The two needs are firmly interrelated.

In effect, after some years of endeavouring to care for the past of others, the Archives is now in special need of the care of others to determine much of its future.

### LIBRARY AUTOMATION

Various references have been made to Library automation in other sections of this Report and it will be appreciated that immediate and implied influences on Library operations are all pervading. In an increasingly technological world, automation is somewhat of a magic word with apparent solutions to many problems of Library organisation and management. To ignore its advantages despite its headaches would be remiss indeed.
The Library Automation Committee met eleven (11) times between February and November with discussion on various issues, including:

- the cataloguing sub-system, especially the COM Fiche project (which reached the production stage by December), and the problems of including "on-order" information;

- an acquisitions sub-system, consideration being given to use of the University of New England financial system;

- the serials sub-system which reached the production stage and for which priorities were established for future developments;

- the proposed Office for Inter-Library Co-operation suggested by the N.S.W. Vice-Chancellors' Conference and possible relationships with CAVAL in Victoria;

- the Retrospective Cataloguing Project and its relationship to forward planning;

- hardware projects, including the possibility of a dedicated mini-computer for Library/Administration purposes.

In May 1978, the first two of five computer terminals were installed in the Library, together with a small printer to provide students with increased access to the University Computer.

Of greatest importance was the level of cooperation with Macquarie University, both between cataloguing and data processing staff. Such cooperative overtures were greatly assisted by the activities of ARCSOLA, the AACOBS Regional Committee Sub-Committee on Library Automation. During the year Macquarie was able to assist Wollongong in production difficulties with catalogue cards. In August a reduced level of cooperation was agreed upon, but was shortlived and AUSMARC compatibility of records began to be discussed with a view to more intensive cooperation, this being accelerated by prospects of the Retrospective Cataloguing Project at Wollongong and other national and international developments.
General Comments

All areas of Library activity showed acceptable quantitative levels in statistical terms. Cataloguing output particularly maintained the significant improvements reached in 1977. It is to be hoped that the point has been reached where a minimum number of 20,000 volumes of monographs and serials will be added annually to the collections.

(i) Acquisitions Department

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>New monograph volumes (purchase)</td>
<td>12,269</td>
</tr>
<tr>
<td>Monograph volumes (donation)</td>
<td>1,355</td>
</tr>
<tr>
<td>Additional monograph copies</td>
<td>690</td>
</tr>
<tr>
<td>Serial volumes received bound</td>
<td>1,942</td>
</tr>
<tr>
<td>Serial volumes sent to binder</td>
<td>4,564</td>
</tr>
</tbody>
</table>

Actual expenditure for the year was made as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monographs and Serials</td>
<td>$34,149</td>
</tr>
<tr>
<td>Library vote</td>
<td>225,902</td>
</tr>
<tr>
<td>Research funds</td>
<td>168</td>
</tr>
<tr>
<td>Equipment funds</td>
<td>174,285</td>
</tr>
<tr>
<td>Gift funds</td>
<td>1,452</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>401,807</strong></td>
</tr>
</tbody>
</table>

It is appropriate to note that because of the unacceptably high serials component (almost 50%) within Recurrent Funds, no new serial titles were ordered during 1978. It was considered wiser to be cautious and avoid the possibility of inflationary movements having adverse effects on the future capacity to purchase monographs.

(ii) Cataloguing Department

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>New monograph titles catalogued</td>
<td>12,409</td>
</tr>
<tr>
<td>Additional monograph titles catalogued</td>
<td>1,276</td>
</tr>
<tr>
<td>Monograph titles reprocessed</td>
<td>1,244</td>
</tr>
<tr>
<td>New serial titles catalogued (purchase)</td>
<td>325</td>
</tr>
<tr>
<td>New serial titles catalogued (donation)</td>
<td>72</td>
</tr>
</tbody>
</table>
Cataloguing Department (continued)

Non-book and special materials catalogued
(bibliographical units)

<table>
<thead>
<tr>
<th>Material</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theses</td>
<td>14</td>
</tr>
<tr>
<td>Rare books</td>
<td>77</td>
</tr>
<tr>
<td>Cassettes</td>
<td>250</td>
</tr>
<tr>
<td>Kits (Games)</td>
<td>25</td>
</tr>
<tr>
<td>Microfiche</td>
<td>110</td>
</tr>
<tr>
<td>Microfilms</td>
<td>149</td>
</tr>
<tr>
<td>Motion Pictures</td>
<td>28</td>
</tr>
<tr>
<td>Transparencies</td>
<td>8</td>
</tr>
<tr>
<td>Maps</td>
<td>26</td>
</tr>
<tr>
<td>Slides</td>
<td>9</td>
</tr>
<tr>
<td>Other formats</td>
<td>25</td>
</tr>
</tbody>
</table>

(iv) Bibliographic Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monograph titles added</td>
<td>13,776</td>
</tr>
<tr>
<td>Bound serial volumes added</td>
<td>6,557</td>
</tr>
<tr>
<td>Total monograph titles as at 31.12.78</td>
<td>105,651</td>
</tr>
<tr>
<td>Total serial volumes as at 31.12.78</td>
<td>46,684</td>
</tr>
<tr>
<td>Total monographs and serials in Library</td>
<td>152,335</td>
</tr>
<tr>
<td>Current serial titles held as at 31.12.78</td>
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</tr>
</tbody>
</table>

(v) Reader Services Department

(a) Circulation

<table>
<thead>
<tr>
<th>Loan Type</th>
<th>Count</th>
<th>% Increase on 1977</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monographs Loans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>76,947</td>
<td>26.9</td>
</tr>
<tr>
<td>Postgraduate</td>
<td>4,023</td>
<td>20.7</td>
</tr>
<tr>
<td>University staff</td>
<td>7,758</td>
<td>28.7</td>
</tr>
<tr>
<td>Total</td>
<td>88,728</td>
<td>26.8</td>
</tr>
<tr>
<td>Serials Loans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>4,335</td>
<td>35.2</td>
</tr>
<tr>
<td>Total Monographs and Serials Loans</td>
<td>93,063</td>
<td>27.2</td>
</tr>
<tr>
<td>Reserve Collection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td>52,143</td>
<td>15.6</td>
</tr>
</tbody>
</table>
Reader Services Department (continued)

(b) Interlibrary Loans

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested by Wollongong</td>
<td>5,452</td>
<td>12.3</td>
</tr>
<tr>
<td>Supplied to Wollongong</td>
<td>4,963</td>
<td>13.9</td>
</tr>
<tr>
<td>Requested from Wollongong</td>
<td>1,847</td>
<td>14.2</td>
</tr>
<tr>
<td>Supplied by Wollongong</td>
<td>1,440</td>
<td>22.1</td>
</tr>
</tbody>
</table>

(c) Library Fines

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First fines</td>
<td>6,813</td>
</tr>
<tr>
<td>Second fines</td>
<td>1,236</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total...</td>
<td>8,049</td>
</tr>
</tbody>
</table>

Less Withdrawals 306

Effective Total... 7,743 16.8

ASSOCIATED ACTIVITIES

(i) Education for Librarianship

Previous Annual Reports have drawn attention to the problems associated with training for librarianship, and it is especially pleasing to be able to report that one particular problem, the lack of local training, was significantly assisted by the introduction of classes at the Wollongong Technical College. The classes were at two levels - the shortlived, one term, non-official Library Techniques Course, the creation of local librarians concerned with the problem, and the still continuing Library Practice Certificate, Stage I of which was offered in 1978. Various members of Library staff assisted in teaching the courses.

Some staff interest was shown in the Graduate Diploma in Library Science, offered by the Kuring-gai C.A.E., although no concrete programme became available. Associated with this comment was the establishment of a sub-committee to consider courses in librarianship offered at various
Education for Librarianship (continued)

C.A.E.'s, in an endeavour to anticipate eligibility of applicants for Library vacancies.

(ii) Careers Evenings

The University Librarian attended a combined careers evening at the Crown Central shopping block in the city, sponsored by the Wollongong and Keira Boys High Schools. Opportunities of this kind constitute an important vehicle for advising young people about career opportunities in librarianship. At the same time, it is essential that professional advice be available to aspirants over a range of vocations and participation by librarians is one way of establishing goodwill within the region.

(iii) Statistics

The University Librarian continued as compiler of Australian and New Zealand University Library statistics, an activity sponsored by the Committee of Australian University Librarians. He was ably assisted by Mr K. Moran, Library Administrative Officer, who oversaw details of the returns provided by other Universities. Audiovisual statistics continued to be collected with a slight increase in responses over 1977.

(iv) Work Experience Programmes

Associated with education for librarianship, the Library was able to participate in week-long work experience programmes with two local High Schools and Dapto Technical College, the latter students undertaking a secretarial course. In times of limited employment prospects, it is important that students secure an opportunity to work in what might become their chosen profession, even if the time provided is very limited.

(v) Overseas Visits

It was perhaps unusual that three senior members of the Library staff should have had opportunities for overseas visits and experience, these having
Overseas Visits (continued)

been reported elsewhere. What is not unusual is the fact that Librarians and, to a lesser extent, Archivists are relatively mobile, despite a public image which is inclined to the view of a fairly passive individual. Experience gained by the three members in question, and doubtless by one other staff member who made some private visits to overseas libraries, is incalculable. Within the bounds of finances, time and appropriate programmes, such experiences are to be encouraged.

(vi) Library Association of Australia

Interest in the activities of the South Coast Regional Group of the Association was maintained, three members of staff of the Reader Services Department being members of the executive in 1978. As noted elsewhere, the Archivist addressed one of the Group's meetings.


PUBLICATIONS

Publications relating to the activities of the Reader Services Department and the Archives Unit are noted elsewhere. In addition to these aids, the following articles were produced:

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

R. Hunt (et al): Wollongong University Subject Catalogue Study (Part IV), The Library, University of Wollongong, 1978.

News Note: University of Wollongong Archives (Archives and Manuscripts, Vol.7 No.3, August 1978.)